

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE 1 OF 12 PAGES
2. AMENDMENT/MODIFICATION NO. <b>0003</b>		3. EFFECTIVE DATE <b>11 June 2003</b>		5. PROJECT NO. (If applicable)	
6. ISSUED BY <b>NAVAL SURFACE WARFARE CENTER CARDEROCK DIVISION CODE 3322, LESLEY WISE 9500 MACARTHUR BLVD WEST BETHESDA, MD 20817-5700</b>		7. ADMINISTERED BY (If other than Item 6) <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code)  <b>OFFERORS</b>				(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>N00167-02-R-0084</b>
				x	9B. DATED (SEE ITEM 11) <b>16 April 2003</b>
					10A. MODIFICATION OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers X is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

**SEE CONTINUATION SHEET**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
		BY _____	<b>11 June 2003</b>
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

### CHANGES AND REVISIONS TO THE SOLICITATION

1. The Attachment – Wage Determination 94-2057 (San Diego, CA) was erroneously included twice. Therefore, one copy of Wage Determination 94-2057 (San Diego, CA) is hereby deleted and replaced with the correct Wage Determination 94-2543 (Rev 30) Norfolk, VA. area included in Attachment (1) to this Amendment.
2. Offerors are hereby advised that due to the extreme number and redundancy of questions received, answers to most of the questions are provided through issuance of Revised Sections L and M. Accordingly, the solicitation's Section L, Clauses L07, L11 and Section M are deleted and replaced with Section L, Clauses L07, L11 and Section M included in Attachment (2) to this Amendment. Remaining government responses are provided below.
3. Solicitation Section I Clause 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989) is deleted and replaced with Section I Clause 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989) included in Attachment (2) to this Amendment.
4. A revised Section C (Revision 1) hereby replaces the current Section C in its entirety as included in Attachment (3).
5. Solicitation Clause 52.219-23 Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (May 2001) is hereby deleted.
6. The assumed starting date for this requirement is **30 October 2003**.
7. The closing date and time of the solicitation is hereby changed to: **1400 hours on 22 July 2003**
8. All other terms and conditions remain unchanged.

### QUESTIONS AND RESPONSES

#### Question:

1. Solicitation Pages: 59 and 71-72, Section L & M. Section L states that the contractors response shall address all SOW areas yet Section M states the contractor will be evaluated on items A-1 thru A-6. Please clarify the requirements for proposal submission and evaluation?

**Government Response:** Yes, the contractor is expected to address and be capable of performing all aspects of the SOW. However, Factors A-1 to A-6 are of special interest to the Government and should be used as avenues to tie in as much of the SOW as practical. For instance (and not limited to), factor A-5 covers "Knowledge of C4ISR systems and equipment" which can be used to outline the contractor's successes in support elements of the SOW as related to specific C4ISR systems and equipment.

#### Question :

2. Solicitation Pages: 59-73, Section L. The Introduction, Resumes, and Past Performance sections of the solicitations response have specific page limits but the Technical Approach, Corporate Experience, Facilities and Small Business Compliance sections do not. We request a page limitation be considered and established for each of these sections.

**Government Response:** See Revised Section L.

**Question**

3. Solicitation Page: 67, Section L. The government's anticipated labor hours mix identifies most labor categories with a variety of labor hours. In most cases these do not amount to a man-year of labor. Furthermore, it is expected that these hours will be shared with 80% utilized on the east coast and 20% on the west coast. We consider a year to be equivalent to 1920 man-hours. Based on this standard, the labor hour breakout indicates the government will not be ordering full man-years in support of this effort. Please clarify the number of hours the government considers to be a man-year.

**Government Response:** The government anticipates efforts under this contract to be task oriented and labor mixes will be based on requirements, which will vary and be specified through issuance of individual delivery orders. The Government considers one man-year to be equal to 2080 hours. See attached Revised Section L for complete breakdown of labor hours.

**Question**

4. Solicitation Pages: 63-64, Section L. Please clarify the requirement on Page 63 Section C Corporate Experience that asks for a synopsis of all similar or related Government or Commercial work performed within the past 10 years, whereas the requirement on Page 64 Section D Past Performance asks for three related Government or Commercial contracts completed within the past three years. Is there a correlation between these two sections, or are they independent? Is the Government looking for Past Performance information on all the contracts cited in Section C or only three of those completed with the past three years?

**Government Response:** The Corporate Experience and Past Performance sections are independent sections. The government is looking for Corporate Experience information that demonstrates the contractor's experience as related to the efforts outlined in Section C; whereas, the Past Performance information is to demonstrate how well the offeror has performed on relevant work as outlined in Section C. over the past three years. Offerors are to provide Past Performance information on three (3) commercial or Government contracts completed **or ongoing** within the last three (3) years. See Revised Section L.

**Question**

5. Solicitation Page: 67, Section L. For the cost proposal, will the government please identify the corresponding Dept. of Labor SCA categories against the opposed LOE identified on pg. 67?

**Government Response:** The labor categories identified on Pg. 67 are categories that the Government has included to indicate which labor categories would be utilized to perform the required tasks if Government employees were employed to perform under the contract. There is no intended mandatory cross-referencing of the Government's labor categories to any Wage Determination labor categories. Offerors must correlate and propose their own staffing to match the required Wage Determination categories as they deem appropriate. However, the LOE per year indicated in hours are mandatory for each labor category for evaluation purposes but the hours listed will not be included as part of the contract award document.

**Question:**

6. The solicitation is currently in PDF format only. Please provide an editable version of the RFP and Amendment, so that Certifications and representations as well as Past Performance Questionnaire may be completed electronically?

**Government Response:** The government's Standard Procurement System (SPS) and NECO system does not accept editable versions on the web site.

**Question:**

7. Section C, Page 6, Paragraph 3.3.1. Notations for types of testing at the bottom of paragraph are identified with “?”. Is this intentional?

**Government Response:** The question marks “?” are not intentional. They are generated as a product of interaction between your software version and the governments automated RFP system. The question marks represent “DOTS” used to highlight the different testing types.

**Question:**

8. Section C, Page 11, Paragraph 3.7; and Section M, Factor A, page 71. Task F – System/Equipment Configuration Management appears to be omitted from Section M evaluation factors. Is this an oversight?

**Government Response:** This is not an oversight. Factors A-1 to A-6 are of special interest to the Government. Configuration Management can be addressed under one or more of the factors A-1 to A-6.

**Question:**

9. Sections C, page 13, paragraph 6.0; Section L, page 59, Personnel Qualifications and page 60, Labor Categories and Desired Qualifications; and Section M, page 72, Factor B, Personnel. Please clarify the resume requirements. Are resumes required for all subcontractor personnel and consultants or only those subcontractor personnel and consultants who are proposed in key personnel labor categories?

**Government Response:** Resumes are required for ALL proposed **Key** Personnel, including subcontractor and consultant personnel being proposed under Key Personnel Categories. Two resumes are required for the Field Engineer labor category since the hours assigned exceed 1 man-year.

**Question:**

10. It appears in Section L., page 60 that the Government is requiring resumes for the four (4) Key Personnel labor categories only. However, more resumes may be provided. If a Contractor submits more than one resume to meet the requirement of a single labor category, each resume will be scored and an overall average score derived for that labor category.

**Government Response:** As stated in FACTOR B – Personnel: (In Part) ...Where more than one resume is provided for any one category, each resume for a particular category will be scored and then an overall average score will be derived for that category. No more than two resumes may be provided for any one category.

**Question:**

11. It appears in Section L., page 59, paragraph two of the Personnel Qualifications, the government is requiring resumes for all proposed subcontractor personnel and consultants, key and non-key. This is conflicted in paragraph four of Personnel Qualifications under “Note” which indicates that resumes for subcontractor personnel are required for key labor categories only.

**Government Response:** Section L., page 59, paragraph two of the Personnel Qualifications, the last sentence shall read “Resumes shall be provided for all proposed **key** subcontractor personnel and consultants, and the rationale for their use.” See Revised Section L.

**Question:**

12. Section L., Page 59 Personnel Qualification states, "In this section the offeror shall identify proposed individual(s) for each labor position". Does the term "each labor position" refer to the key personnel positions only or is the Government requiring that specific personnel be named in non-key personnel labor categories also?

**Government Response:** "In this section, the offeror shall identify proposed individual(s) for each Key labor position and indicate the tasks for which the person is proposed." The government does not require specific personnel be named in non-key personnel labor categories.

**Question:**

13. Section L., page 64, subsection D – Past Performance (Max Length: 25 PP). This section indicates Questionnaires are to be provided to customers and their replies sent directly to the Government. Since the replies are to be submitted under separate cover directly to the government, what does the government anticipate receiving in the contractor proposal in response to this requirement?

**Government Response:** The government anticipates receiving a contractor's narrative which discusses in its own words its past performance and how it relates to the SOW in addition to the Questionnaires.

**Question:**

14. Section L., page 64, subsection D – Past Performance (Max Length: 25 PP). This section indicates Questionnaires are to be provided to customers and their replies sent directly to the Government. Does this requirement also apply to proposed Subcontractors?

**Government Response:** The government does not require questionnaires to be provided by the subcontractors but questionnaires MAY be provided for them if the subcontractor is being proposed to fill a significant portion of the hours specified in the RFP.

**Question:**

15. Section M, Factor B, page 72, Non-key Personnel. This section states that non-key personnel are considered slightly less important than the Field Engineer. If resumes are not required for Non-key personnel is this incorrectly stated?

**Government Response:** Section M, Factor B, page 72, Non-key Personnel is correctly stated. Although resumes are not required for Non-Key Labor Categories, Offerors shall indicate their ability to fulfill the non-key labor category requirements outlined in Section C, Paragraph 6.0 and Section L of the RFP.

**Question:**

16. Section J, Standard Form LLL, Disclosure of Lobbying Activities. When completed, is this presented in the solicitation response Cost Proposal Section or is this to be completed upon award? Is this form required for all subcontractors and team members as well as the Prime contractor?

**Government Response:** Standard Form LLL, Disclosure of Lobbying Activities, in accordance with Title 31, U.S.C. Section 1351 must be submitted by prime contractors and any subcontractors prior to award and should be included in the contractor's proposal.

**Question:**

17. Page 59, PERSONNEL QUALIFICATIONS . The second paragraph, with respect to resumes submitted for personnel not currently employed by the offeror, is the rationale for proposing such personnel and the letter of intent part of the page count for the resume.

**Government Response:** No. The rationale and letter of intent is not considered part of the individual's resume.

**Question:**

18. Page 59, below the NOTE in the lower half of the page. The sentence that begins " If subcontracts are proposed," should this information relative to DCMA/DCAA points of contact be located in this section, or in the Cost Section of the Proposal? If in this section is it part of the individuals' resume or a part of the required summary table?

**Government Response:** DCMA/DCAA information shall be provided in the offerors Cost Proposal.

**Question:**

19. Page 65, SECTION F, SMALL BUSINESS COMPLIANCE. Does NSWCCD have specific or desired percentage goals for small, small disadvantaged, woman-owned, hub zone, etc. and business participation?

**Government Response:** No, NSWCCD does not have specific goals for small, small disadvantaged, woman-owned, hub zone, etc. businesses; however, their participation is encouraged and will be evaluated.

**Question:**

20. Page 66, COST PROPOSAL, Direct Labor Costs. Paragraph (1) While the actual hourly labor rates for the prime contractor personnel proposed is an acceptable requirement, subcontractors or team members may not be willing to disclose the hourly labor rates of their personnel to the Prime contractor. Is it acceptable for the Prime to show loaded labor rates for subcontractors and team members for pricing/costing purposes if the subcontractor and team members provide sealed packages (Government eyes only) of their direct hourly rates and other proprietary information?

**Government Response:** Yes, this is acceptable. See Revised Section L.

**Question:**

21. Page 66, Paragraph (5), Employment Contract. Is a copy of a signed employment agreement or a Letter of Offer Acceptance a suitable substitute in lieu of an employment contract? Can this document be used in place of or to satisfy the letter of intent which is required by Page 59 of the solicitation?

**Government Response:** Yes, this is acceptable as long as the document is signed by the employee.

**Question:**

22. Page 67, third paragraph, Bolded Sentence. States that approximately 80% of the work will be performed on the East coast and 20% on the West coast. Does Government have an estimate of which specific labor categories and the estimated quantity of work hours will be on the West coast? In the same vane, does Government have an estimate of how much work and which labor categories are estimated or expected to be located off-site to the Offeror's premise, e.g. hosted at the Government site?

**Government Response:** See Revised Section L which provides a complete breakdown of estimated labor category hours.

**Question:**

23. **Man Hours per Year.** The government requires that the contractor provide a percent of utilization for contractor personnel per annum but does not provide an amount of man-hours per man-year on which to base the percentage. What does the government consider as the amount of man-hours per man-year, 2080, 2000, 1920, 1880, etc'?

**Government Response:** The Government considers a man-year to be 2080 hours.

**Question:**

24. **Past Performance Evaluation.** CAR-H04, page 23 states that the contractor past performance will be evaluated in accordance with FAR 42.15. The evaluation factors listed in this FAR clause do not agree with requirements of Section L Past Performance, page 64 and the evaluation criteria listed in Section M; factor D, page 72 of the RFP.

**Government Response:** The elements listed in Sections L and M are in agreement with CAR-H04 and FAR 42.15 in essence even though the verbiage is not identical. The elements listed are those covered by the Questionnaire and also by CPARS. A full comparison of the elements are as follows:

Questionnaire:

CPARS Elements as identified in CAR-H04:

- |                           |   |
|---------------------------|---|
| 1. Customer Satisfaction  | 1. Business Relations   |
| 2. Contract Compliance    | 2. Quality of Product (Compliance with contract requirements...)  |
| 3. Quality of Performance | 3. Quality of Product (Compliance standards of good workmanship.) |
| 4. Schedule Adherence     | 4. Schedule   |
| 5. Cost Control           | 5. Cost Control   |

**Question:**

25. **NAIC Code.** Will the government establish/publish an NAIC for small business for this solicitation?

**Government Response:** The NAIC for small business is 541330.

**Question:**

26. **Clause 52.222-43 Fair Labor Standards Act and Service Contract Act – Price Adjustment,** which states that prices in the proposal do not include any allowance for any contingency to cover increased costs, is not included in the solicitation. Please verify that offerors should propose escalation on their SCA labor categories or add that clause to the solicitation.

**Government Response:** Since Clause 52.222-43 is not included in the solicitation, offerors are advised that they may propose escalation on their SCA labor categories as appropriate.

**Question:**

27. **Question/Comment:** Because clause 52.222-47 SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS (MAY 1989) is applicable to Collective Bargaining Agreements (CBAs) and this is a new procurement, please verify that CBAs are not applicable to this procurement. Recommend that this clause be deleted.

**Government Response:** Since there are no know Collective Bargaining Agreements (CBA's) in effect at this time, the Section I Clause 52.222-47 SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS (MAY 1989), is DELETED.

**Question:**

28. Section L, page 59/73, Section A – Technical Understanding - Personnel Qualifications. This section requests that an Offeror identify individuals for each labor position. It is this Offerors understanding that this requirement applies to key personnel only whose resumes are submitted with this proposal. Is this assumption correct? If not, please provide further guidance on the identification / resumes of personnel for this effort.

**Government Response:** This is correct. Although resumes are not required for Non-Key Labor Categories, Offerors shall indicate their ability to fulfill the non-key labor category requirements outlined in Section C, Paragraph 5.0 and Section L of the RFP. Names of individual Non-Key Personnel are not necessary. However, offerors must associate non-key personnel with a specific labor category in order to establish a category labor rate.

**Question:**

29. Section L (4) Cost Proposal / Direct Labor Costs page 66/73. This section states a requirement for cost information including the name, title, and actual hourly rate to be provided for each individual proposed for the labor categories. It is assumed that the Government only requires actual personnel information and rates for key personnel and that non-key personnel may be proposed at category average rates in accordance with their disclosed estimating practices. Is this assumption correct? If not, please justify the requirement to identify all proposed personnel given the indefinite delivery, indefinite quantity nature of this procurement.

**Government Response:** This is correct.

**Question:**

30. Section C 6.0, page 13/73. Minimum Personnel Qualifications - 6.4.10 (Systems Analyst) & 6.4.20 (Field Engineer) do not have educational requirements. Please clarify if any are needed?

**Government Response:** The System Analyst and Field Engineer shall be high school graduates. See revised Sections C and L.

**Question:**

31. Section C 3.2.12 requires development of Naval Warfare Tactical Database (NWTDB) compliant signal databases for condition assessment and monitoring systems. Database products must meet DoD/Navy interoperability standards and use DoD standard data elements and metadata schemes. What reference specifies the interoperability standards? Where are the standard data elements and metadata schemes defined?

**Government Response:** NWTDB has been replaced and the requirements have been incorporated into SECNAVINST 5000.3. In Statement of Work, Section C 3.2.12, replace "NWTDB" with "SECNAVINST 5000.3".

**Question:**

32. Section L, page 63/73 – Factor C (Corporate Experience) The requirement for tabular and narrative synopsis of all similar work performed within past 10 years seems excessive, as many POCs from contracts ten years ago are no longer in the same position. Offeror requests that this requirement be reduced to five years.



**Government Response:** The Government has determined there is sufficient information available to warrant 10 years of experience.

**Question:**

33. Section B, p 2. Please provide an allocation of Estimated Support Costs provided on page 2 for each of the 5 lot years.

**Government Response:** The estimated support costs are divided evenly across the 5-year period of performance.

**Question:**

34. Section B, p 2. "Contract Type." States "contract will be ID/IQ CPFF Completion type contract." Some of the work listed in the SOW, in particular developmental and evaluation tasks, does not lend itself to a specific product or deliverable. Suggest capability for "Term type" orders be added to the solicitation to support these tasks.

**Government Response:** No. The Government only intends to issue ID/IQ CPFF Completion type orders under the contract.

**Question:**

35. SOW, Minimum Personnel Qualifications. Lists stringent educational qualifications for IT-related personnel: Network Engineers, Computer Programmers, Computer Scientists... CFR 48, Part 39 does not establish minimum experience or education qualifications for IT contractors. (FAC 2001-02; 18 Dec 2001). Will the government delete the minimum experience and education requirements for IT positions?

**Government Response:** No, the government will not delete the minimum experience and educational requirements.

**Question:**

36. Section L11 Section D. CPARS Coverage. So as to not burden current customers, if the offeror is positive that their three (3) past performance examples are well covered by CPARS evaluations – must the offeror also send the questionnaire to the PCO/ACO/COR for completion?

**Government Response:** No. If the offeror has CPARS information available, then the questionnaire is not required to be submitted.

**Question:**

37. Section L and M. It is not clear whether the government will make a single or multiple awards. Section L p. 52 includes FAR 52.216-27 Single of Multiple Awards OCT 1995. Section M p 71 para. (f) states "the offeror with the minimum cost per point will be chosen." This appears to describe a single award. Does the government intend to make a single award or multiple awards?

**Government Response:** The Government reserves the right to make multiple awards as a result of this RFP if it is considered in the best interests of the Government.

**Question:**

38. Are there any formatting requirements (i.e., font type and size, line spacing, etc.) for the offeror's proposal?

**Government Response:** Times Roman, 10 point, single spacing; single or double columns is preferred..

**Question:**

39. The labor category descriptions in Section C and L include Electronics Technician I, II and III but there are no hours for these categories in the estimated hours on page 67 and they are not included in the Statement of Equivalent Rates for Federal Hires on page 29. Please clarify.

**Government Response:** The Electronics Technician categories are deleted and replaced with Engineering Technician IV, III, II, and I categories. The Engineering Technician Categories can be located in the Revised Section C., Revised Section L., and are included in Section I Clause 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989) the Statement of Equivalent Rates for Federal Hires.

**Question:**

40. The labor category descriptions in Section C and L include Outside Machinist but there are no hours for these categories in the estimated hours on page 67. Please clarify.

**Government Response:** Outside Machinist is deleted. See Revised Section L

**Question:**

41. Page 58, Security Requirements: The last sentence in the 2<sup>nd</sup> paragraph states, "Since resumes are not required for non-key personnel, the offeror shall state the security levels of all proposed non-key personnel in its response to the Non-Key Personnel requirements". Is it the government's intention for the offeror to list specific names and clearance levels for all 37 labor categories?

**Government Response:** No. The offeror shall list the required security clearance by name for all Key Personnel and for those Non-Key Personnel under the categories listed under Paragraph (2) SECURITY REQUIREMENTS on Page 58. All remaining Non-Key Personnel security clearances do not need to be listed by name. However, all individuals working under any category is required to have the minimum security clearance as specified in Section L.

**Question:**

42. Page 59 Personnel Qualifications: This section starts with ...the offeror shall identify proposed individual(s) for each labor position and indicate the tasks for which the person is proposed. Is this addressing just the 4 Key personnel positions or is it the government's intention for the offeror to list all names for all 37 labor categories and the proposed SOW tasks?

**Government Response:** Offerors shall identify proposed individuals by name for Key Personnel labor positions and tasks. Remaining Non-Key personnel positions should be identified by labor category for the tasks which the category is proposed.

**Question:**

43. Page 59 Personnel Qualifications: The solicitation states that offerors shall submit a summary table, in matrix format, to indicate personnel qualifications and experience. Is this referring to just the key personnel?

**Government Response:** Yes, the matrix is to include only the qualifications and experience for Key Personnel (Including subcontractor Key Personnel and Consultants). All remaining Non-Key personnel qualifications and experience are to be certified by the offeror under the Non-Key Personnel Section in the Revised Section L.

**Question:**

44. Page 64 Past Performance: This section requires that the offeror send a Past Performance Questionnaire (PPQ) to the cognizant PCO for three contracts completed within the past three years. We have a number of significant on-going current contracts. Is it acceptable to use current on-going contracts or must all work be completed on a contract before it can be used as one of the references?

**Government Response:** Yes, on-going contracts are acceptable for submission.

**Question:**

45. Page 11, Para. 3.6.1.a through d, and f indicates a total facility requirement of 25,000 square feet exclusive of office space. Is this correct?

**Government Response:** Yes. The amount of room to accommodate the trailered watercraft can be incorporated into any of the requirements of Page 11, Paragraph 3.6.1.a, b, c, d, and f.

**Question:**

46. Page 11, Para 3.6.1.e states an "Indoor facility capable of accepting a trailered watercraft of up to 45 feet in length." Will additional square footage be required to accommodate the trailered watercraft above and beyond the requirements of subparagraphs 3.6.1 a through d, and f? If yes, how many additional square feet will be required?

**Government Response:** The government anticipates that this would be adequate for most efforts. Where this requirement may be exceeded, a government or government furnished facility would be utilized.

**Question:**

47. Is there a standard format for the key personnel resumes?

**Government Response:** See Revised Section L.

**Question:**

48. Page 23, CAR-H01(A): The last sentence in this paragraph states, "This method of fee distribution is for administrative convenience and is not establishing the fee amount on the estimated cost of each order since the fee established in the base contract was established by use of weighted guidelines or competitive cost realism". What does this mean?

**Government Response:** This statement means that under an ID/IQ type of contract with delivery orders the fee for each delivery order will be calculated against the delivery order's estimated costs based on the same fee rate established in the base contract at time of award.

**Question:**

49. The following questions relate to the Service Contract Act (SCA) Wage Determinations.

Senior Computer Programmer, Computer Programmer, Computer Scientist and Senior Technical Writer are all degreed positions in the labor category descriptions. Shouldn't these professional, salaried positions be exempt from SCA requirements?

**Government Response:** Yes, these positions are exempt from the SCA requirements and have consequently been removed from the clause: 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989) as indicated in the Revised Section I Attachment.

**Question:**

50. Engineering Technician I, II, III and IV and ILS Technician are listed in clause 52.222-42 Statement of Equivalent Rates for Federal Hires and hours are provided for the cost proposal on page 67. However, there are no category descriptions elsewhere in the RFP.

**Government Response:** These categories are included in the Revised Section C and Revised Section L.

51. Page 66, Direct Labor Costs: Item (1) states, "Information including the name, title, and actual hourly rate shall be provided by the Offeror for each individual proposed for the labor categories in Section C. Paragraph 6.0". Does this requirement apply only to the key personnel whose resumes appear in the proposal or to all labor categories? Does this preclude offerors from using DCAA approved company labor category bidding rates for non-key personnel?

**Government Response:** Offerors are required to provide name, title, and actual hourly rate for all Key Personnel. All remaining Non-Key Personnel Labor Categories may consist of individual hourly rates or as DCAA approved company average labor category bidding rates.

**Question:**

52. If individual names and actual rates must be used in the cost proposal (see question in 1<sup>st</sup> bullet above), are locations of the individuals (east coast/west coast) required also? Some categories require less than a full-time person for each year of the contract. Does that mean that different names, rates and hours must be used for each location?

**Government Response:** Location of individuals (east coast/west coast) is relevant due to the Proximity requirements as specified in Section L of the Solicitation for purposes of task performance, communication, and liaison. Offerors shall staff the requirement with the names, rates and hours of Key Personnel and rates and hours of Non-Key Personnel for each location that permits cost effective and efficient task performance.

**WAGE DETERMINATION NO: 94-2543 REV (30) AREA: VA,NORFOLK**WAGE DETERMINATION NO: **94-2543** REV (30) AREA: VA,NORFOLK

REGISTER OF WAGE DETERMINATIONS UNDER

U.S. DEPARTMENT OF LABOR

\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*

WASHINGTON D.C. 20210

William W.Gross  
DirectorDivision of  
Wage DeterminationsWage Determination No.: 1994-2543  
Revision No.: 30  
Date Of Last Revision: 06/24/2002

States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perqu  
Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mat  
Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia B  
Williamsburg, York

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.38
Accounting Clerk II	10.58
Accounting Clerk III	13.17
Accounting Clerk IV	14.28
Court Reporter	12.87
Dispatcher, Motor Vehicle	12.63
Document Preparation Clerk	10.68
Duplicating Machine Operator	9.93
Film/Tape Librarian	9.60
General Clerk I	7.91
General Clerk II	9.73
General Clerk III	12.10
General Clerk IV	13.53
Housing Referral Assistant	14.93
Key Entry Operator I	9.13
Key Entry Operator II	11.49
Messenger (Courier)	7.89
Order Clerk I	11.13
Order Clerk II	14.56
Personnel Assistant (Employment) I	11.16
Personnel Assistant (Employment) II	12.90
Personnel Assistant (Employment) III	13.63
Personnel Assistant (Employment) IV	15.61
Production Control Clerk	16.40
Rental Clerk	11.35
Scheduler, Maintenance	12.36
Secretary I	12.36
Secretary II	14.39
Secretary III	16.42
Secretary IV	19.25
Secretary V	20.21
Service Order Dispatcher	12.14
Stenographer I	10.45

Stenographer II	12.90
Supply Technician	17.31
Survey Worker (Interviewer)	12.02
Switchboard Operator-Receptionist	9.20
Test Examiner	13.08
Test Proctor	13.08
Travel Clerk I	9.92
Travel Clerk II	10.59
Travel Clerk III	11.30
Word Processor I	10.70
Word Processor II	12.90
Word Processor III	13.50
Automatic Data Processing Occupations	
Computer Data Librarian	8.55
Computer Operator I	10.48
Computer Operator II	12.11
Computer Operator III	15.00
Computer Operator IV	17.38
Computer Operator V	18.47
Computer Programmer I (1)	19.24
Computer Programmer II (1)	21.77
Computer Programmer III (1)	25.96
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	25.31
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.06
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	18.20
Automotive Glass Installer	16.60
Automotive Worker	16.60
Electrician, Automotive	17.38
Mobile Equipment Servicer	15.00
Motor Equipment Metal Mechanic	19.20
Motor Equipment Metal Worker	16.60
Motor Vehicle Mechanic	18.20
Motor Vehicle Mechanic Helper	14.15
Motor Vehicle Upholstery Worker	15.78
Motor Vehicle Wrecker	16.60
Painter, Automotive	17.38
Radiator Repair Specialist	15.78
Tire Repairer	13.37
Transmission Repair Specialist	18.20
Food Preparation and Service Occupations	
Baker	8.98
Cook I	8.39
Cook II	9.28
Dishwasher	7.42
Food Service Worker	7.92
Meat Cutter	11.54
Waiter/Waitress	7.56
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	20.27
Furniture Handler	13.34
Furniture Refinisher	16.03
Furniture Refinisher Helper	13.05
Furniture Repairer, Minor	14.56
Upholsterer	16.03
General Services and Support Occupations	
Cleaner, Vehicles	8.29

Elevator Operator	7.60
Gardener	10.19
House Keeping Aid I	7.14
House Keeping Aid II	9.15
Janitor	8.74
Laborer, Grounds Maintenance	9.52
Maid or Houseman	7.11
Pest Controller	9.61
Refuse Collector	9.11
Tractor Operator	9.71
Window Cleaner	9.50
Health Occupations	
Dental Assistant	11.11
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.63
Licensed Practical Nurse I	10.44
Licensed Practical Nurse II	11.71
Licensed Practical Nurse III	13.10
Medical Assistant	9.79
Medical Laboratory Technician	11.39
Medical Record Clerk	10.90
Medical Record Technician	13.15
Nursing Assistant I	7.67
Nursing Assistant II	8.63
Nursing Assistant III	9.42
Nursing Assistant IV	10.56
Pharmacy Technician	11.84
Phlebotomist	11.71
Registered Nurse I	19.72
Registered Nurse II	23.42
Registered Nurse II, Specialist	23.42
Registered Nurse III	28.34
Registered Nurse III, Anesthetist	28.34
Registered Nurse IV	33.96
Information and Arts Occupations	
Audiovisual Librarian	14.23
Exhibits Specialist I	15.55
Exhibits Specialist II	18.89
Exhibits Specialist III	20.98
Illustrator I	17.63
Illustrator II	21.42
Illustrator III	23.78
Librarian	20.32
Library Technician	11.45
Photographer I	11.73
Photographer II	15.55
Photographer III	18.89
Photographer IV	20.98
Photographer V	25.30
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.95
Counter Attendant	6.95
Dry Cleaner	8.18
Finisher, Flatwork, Machine	6.95
Presser, Hand	6.95
Presser, Machine, Drycleaning	6.95
Presser, Machine, Shirts	6.95
Presser, Machine, Wearing Apparel, Laundry	6.95
Sewing Machine Operator	8.77
Tailor	9.68
Washer, Machine	7.49

Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	18.33
Tool and Die Maker	20.31
Material Handling and Packing Occupations	
Forklift Operator	12.33
Fuel Distribution System Operator	15.10
Material Coordinator	16.72
Material Expediter	16.72
Material Handling Laborer	8.86
Order Filler	9.15
Production Line Worker (Food Processing)	12.00
Shipping Packer	11.59
Shipping/Receiving Clerk	10.56
Stock Clerk (Shelf Stocker; Store Worker II)	11.85
Store Worker I	9.42
Tools and Parts Attendant	14.93
Warehouse Specialist	14.36
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	20.53
Aircraft Mechanic Helper	15.13
Aircraft Quality Control Inspector	21.44
Aircraft Servicer	16.87
Aircraft Worker	17.74
Appliance Mechanic	16.03
Bicycle Repairer	13.37
Cable Splicer	18.47
Carpenter, Maintenance	16.03
Carpet Layer	17.61
Electrician, Maintenance	17.46
Electronics Technician, Maintenance I	15.47
Electronics Technician, Maintenance II	15.82
Electronics Technician, Maintenance III	16.95
Fabric Worker	14.56
Fire Alarm System Mechanic	16.79
Fire Extinguisher Repairer	13.84
Fuel Distribution System Mechanic	18.32
General Maintenance Worker	15.31
Heating, Refrigeration and Air Conditioning Mechanic	16.79
Heavy Equipment Mechanic	16.79
Heavy Equipment Operator	16.79
Instrument Mechanic	16.79
Laborer	10.02
Locksmith	17.51
Machinery Maintenance Mechanic	16.75
Machinist, Maintenance	16.79
Maintenance Trades Helper	13.05
Millwright	20.58
Office Appliance Repairer	16.03
Painter, Aircraft	18.24
Painter, Maintenance	16.03
Pipefitter, Maintenance	16.79
Plumber, Maintenance	16.03
Pneudraulic Systems Mechanic	16.79
Rigger	16.79
Scale Mechanic	15.31
Sheet-Metal Worker, Maintenance	16.79
Small Engine Mechanic	15.31
Telecommunication Mechanic I	16.79
Telecommunication Mechanic II	20.16
Telephone Lineman	16.79



Welder, Combination, Maintenance	16.79
Well Driller	16.79
Woodcraft Worker	16.79
Woodworker	13.84
Miscellaneous Occupations	
Animal Caretaker	7.35
Carnival Equipment Operator	9.24
Carnival Equipment Repairer	9.69
Carnival Worker	6.58
Cashier	7.09
Desk Clerk	7.98
Embalmer	17.93
Lifeguard	8.07
Mortician	19.39
Park Attendant (Aide)	10.13
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.22
Recreation Specialist	13.50
Recycling Worker	11.15
Sales Clerk	8.07
School Crossing Guard (Crosswalk Attendant)	9.00
Sport Official	7.02
Survey Party Chief (Chief of Party)	12.43
Surveying Aide	7.76
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.30
Swimming Pool Operator	10.33
Vending Machine Attendant	10.14
Vending Machine Repairer	11.88
Vending Machine Repairer Helper	10.14
Personal Needs Occupations	
Child Care Attendant	7.15
Child Care Center Clerk	11.06
Chore Aid	6.57
Homemaker	10.63
Plant and System Operation Occupations	
Boiler Tender	16.79
Sewage Plant Operator	17.81
Stationary Engineer	16.79
Ventilation Equipment Tender	13.05
Water Treatment Plant Operator	17.81
Protective Service Occupations	
Alarm Monitor	10.86
Corrections Officer	13.17
Court Security Officer	13.19
Detention Officer	13.19
Firefighter	13.65
Guard I	8.18
Guard II	9.79
Police Officer	16.90
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.84
Hatch Tender	14.84
Line Handler	14.84
Stevedore I	14.04
Stevedore II	15.42
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	13.01
Archeological Technician II	14.63

Archeological Technician III	18.07
Cartographic Technician	17.38
Civil Engineering Technician	18.89
Computer Based Training (CBT) Specialist/ Instructor	23.07
Drafter I	11.46
Drafter II	12.90
Drafter III	16.21
Drafter IV	19.70
Engineering Technician I	15.58
Engineering Technician II	16.67
Engineering Technician III	20.54
Engineering Technician IV	24.87
Engineering Technician V	29.05
Engineering Technician VI	35.89
Environmental Technician	16.43
Flight Simulator/Instructor (Pilot)	26.55
Graphic Artist	18.24
Instructor	19.19
Laboratory Technician	13.51
Mathematical Technician	18.07
Paralegal/Legal Assistant I	12.85
Paralegal/Legal Assistant II	15.60
Paralegal/Legal Assistant III	19.09
Paralegal/Legal Assistant IV	23.09
Photooptics Technician	18.89
Technical Writer	18.98
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	15.49
Weather Observer, Senior (3)	16.76
Weather Observer, Upper Air (3)	15.49
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	10.22
Parking and Lot Attendant	7.51
Shuttle Bus Driver	9.80
Taxi Driver	9.68
Truckdriver, Heavy Truck	13.31
Truckdriver, Light Truck	9.80
Truckdriver, Medium Truck	10.73
Truckdriver, Tractor-Trailer	13.31

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or success weeks after 8 years, and 4 weeks after 15 years. Length of service includes the who of continuous service with the present contractor or successor, wherever employed, a the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther Ki Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Co Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitu any of the named holidays another day off with pay in accordance with a plan communi to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, o professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. rate of basic pay plus a night pay differential amounting to 10 percent of the rate basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours week) and Sunday is part of your regularly scheduled workweek, you are paid at your basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, drying, mixing, and pressing of sensitive ordnance, explosives, a pyrotechnic compositions such as lead azide, black powder and photoflash powder. All house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives, incendiary materials. All operations involving regrading and cleaning of artillery. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employed possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arm ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either the terms of the Government contract, by the employer, by the state or local law, or the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) uniforms is an expense that may not be borne by an employee where such cost reduces hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (\$0.67 cents per day). However, in those instances where the uniforms furnished are "wash and wear" materials, may be routinely washed and dried with other personal gear and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work on such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order of (classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of action, together with the agency's recommendations and pertinent information including position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties required are not performed by a classification already listed in the wage determination. Remember it is not the job title, but the required tasks that determine whether a class is in an established wage determination. Conformances may not be used to artificially combine, or subdivide classifications listed in the wage determination.

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## ATTACHMENT (2)

## SECTION I. (Revised)

## 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

	Suffolk, VA Hourly Rate	San Diego, CA Hourly Rate
Systems Analyst	26.73	27.18
Sr. Logistician	29.49	30.60
ILS Technician	17.13	17.25
Draftsman	17.13	17.25
Graphics Illustrator	17.13	17.25
Engineering Technician IV	27.61	28.64
Engineering Technician III	21.60	22.41
Engineering Technician II	16.33	16.94
Engineering Technician I	11.04	11.46
Technical Writer	20.95	21.10
Word Processor	12.36	12.45
Installation Mechanic	15.41	16.96
Inside Machinist	15.41	16.96
Sheet Metal Mechanic	15.41	16.96
Shipfitter/Pipefitter	15.41	16.96
Welder	15.41	16.96
Laborer/Helper	12.41	12.85

(End of clause)

## CAR-L07 SELECTED COST DATA FOR INDEFINITE DELIVERY CONTRACTS (JUN 1996) (NSWCCD)

To assist the Government in determining cost reasonableness/realism for this effort, it is required that you provide enough detailed cost information with your offer to make this determination. In preparing your cost proposal, it is essential that you breakout and identify separately for each year of the contract, the following types of cost elements listed below. The following is only an example of the various types of cost elements which may be applicable but not necessarily limited to:

(a) **DIRECT LABOR** - Identify the various labor categories intended for use under this contract including the number of labor hours, labor rates, and total cost for each labor category proposed for each year of the contract. The labor specified under this category shall only be for the prime contractor's direct labor and shall not include any subcontracted labor. (See subcontracted labor below).

(b) **FRINGE BENEFITS** - If applicable and in accordance with your normal accounting procedures, identify the fringe benefit rate(s) and total fringe benefit cost being proposed and identify the cost elements for which the fringe benefit rate is being applied.

(c) **OVERHEAD** - Identify the current and/or projected overhead rate(s) and total overhead cost being proposed under this solicitation and identify the various cost elements for which overhead is being applied.

(d) **SUBCONTRACTING LABOR** - Identify (if applicable), any proposed subcontracting labor intended for use under this contract. Identify the labor categories for which subcontracting is being proposed and include the subcontractor's direct labor rates, number of hours proposed for each labor category, fringe benefits, overhead, G&A, fee, etc., that has been submitted by the subcontractor to the prime contractor for consideration under this contract. When subcontractor cost data is considered proprietary by the subcontractor to the prime, the prime contractor shall ensure that all required subcontractor backup cost information regarding direct labor rates, fringe benefits, overhead, G&A, fee etc. **is submitted in a sealed envelope (Government Eyes Only)** along with the prime contractor's proposal.

(e) **OTHER** - (1) **Direct Cost** - Identify any other direct cost elements being proposed which are not included above but are applicable to your cost proposal, e.g., royalties, Facilities Capital Cost of Money, special tooling, travel, computer usage, etc. Include the basis for the proposed amount. (2) **Indirect cost** - Identify any other indirect cost element being proposed which has not been included above and identify the various cost elements for which the rate is applied.

(f) **GENERAL & ADMINISTRATIVE EXPENSE** - Identify the G&A rate(s) and the total G&A cost proposed and identify the various cost elements for which the G&A is being applied.

(g) **FEE** - Identify the fee rate and total amount proposed and identify the various cost elements for which the fee is being applied.

#### **CAR-L08 RESUME REQUIREMENTS (JUN 1996) (NSWCCD)**

(a) The following information must be provided in the cost proposal, by lot or option, for each resume required to be submitted in the technical proposal:

- (1) estimated annual salary;
- (2) total estimated annual hours;
- (3) total estimated hour to be worked under the proposed contract.

Failure to provide this information may impact the Government's evaluation of contractors' proposals. If this information is proprietary to subcontractors, it may be provided under separate cover; however, it must be easily identifiable and readily combined with the rest of the proposal.

#### **CAR-L11 PROPOSAL PREPARATION REQUIREMENT**

It is requested that offerors prepare their proposals in accordance with the following organization, content and format requirements to assist the government in making a complete and thorough evaluation of all proposals. Proposals shall be submitted as three separate documents, as follows:

<u><b>Documents</b></u>	<u><b>Original</b></u>	<u><b>Copies</b></u>
Volume I - Solicitation, Offer and Award Document (SF-33)	1	1
Volume II - Technical Proposal	1	5
Volume III - Cost Proposal	1	5

The "originals" shall be clearly identified as the "ORIGINAL", and bear the original signature(s) of the offeror. The "copies" shall be complete and clearly identified as "COPY" or "DUPLICATE".

In order to facilitate the evaluation process, it is requested that offerors also submit their cost proposal spreadsheets on diskette (in addition to the hard copy requirements stated above). Diskettes shall be in 3.5 inch, high density format, and it is requested that the spreadsheet files be compatible with Windows 95 Version 4.0, Excel 97 Version 8.0. The provision of these spreadsheet files on diskette in no way relinquishes the offeror's responsibility to provide hard copies of the cost proposal.

**(1) SOLICITATION, OFFER AND AWARD DOCUMENTS (SF-33 RFP) AND COVER LETTER**

This document, which may be used as part of the contract award document, shall be fully executed and returned as a separate document from the technical and cost proposals. Special attention shall be taken to accurately enter the prices required in Section B, complete all Representations and Certifications in Section K and ensure that an authorized person signs the offer in Block 17 of Page 1.

The document **SHALL NOT** be embellished with any cover or binding. If the offeror makes any qualifications to any provisions in the RFP, all such qualifications shall be listed in a cover letter to the proposal. Qualifications may also be annotated on the Solicitation, Offer and Award document, if such annotation is necessary to clarify the qualifications.

It is the Government's intention to make a direct award and the proposal will be a self-sustaining document that represents the offeror's best efforts from a technical/cost position.

**Cover Letter:**

If the offeror makes any qualifications to any provisions in the RFP, all such qualifications shall be listed in a cover letter to the proposal. Qualifications may also be annotated on the Solicitation, Offer and Award document, if such annotation is necessary to clarify the qualifications.

In the event that a portion of the proposal is written by someone other than a bona fide employee of the firm submitting the proposal, a certificate to this effect shall be furnished which must be signed by a responsible officer of the Offeror (Company). This certificate shall show the persons name, employment capacity, the name of the firm, the relationship of the firm to that of the Offeror, and the portion of the proposal which he/she wrote

Differences between Proposed Format and RFP: Offerors shall provide an explanation, in a clearly readable format such as a matrix, of any difference between the manner in which the proposal was requested and the manner in which it is actually submitted.

**MANDATORY REQUIREMENTS**

Proposals submitted in response to this solicitation must meet the following **mandatory** requirements:

**(1) PROXIMITY TO NSWC, SUFFOLK DETACHMENT.**

It is essential that a high level of communication and liaison be maintained between the NSWCCD task order customers and the contractor to ensure a smooth exchange of information. Work performed under this contract shall be performed at Norfolk Naval Base, Norfolk, VA; in San Diego, CA; and at the contractor's facility and at various field sites, as required. Therefore, the contractor is required to have a facility and personnel for task performance located within a one hour traveling distance by automobile of the Norfolk Naval Base, Norfolk, Va. and the eastern side of the Coronado bridge in San Diego, CA;. Accordingly, location of personnel and facilities to be used in performance of tasks or plans for obtaining personnel and facilities shall be addressed in the technical proposal

**(2) SECURITY REQUIREMENTS.**

During performance of task orders, the contractor may have access to information classified to the level of **SECRET**, as indicated on the DD Form 254, Contract Security Classification Specification attached to this solicitation. The contractor will be required to meet these security requirements, both in terms of project personnel for the tasks and provision of an appropriate work/storage facility.

Therefore, offerors must have a facility clearance at the **SECRET** level and **ALL** proposed **Key-Personnel** must be cleared at the **SECRET** level. A **CONFIDENTIAL** security clearance is the minimum clearance required for **all** Non-key personnel. Additionally, the following Non-Key Personnel must possess a **SECRET** security clearance: PROJECT MANAGER; SENIOR ELECTRICAL ENGINEER; ELECTRICAL ENGINEER; SENIOR MECHANICAL ENGINEER; MECHANICAL ENGINEER; SENIOR NETWORK ENGINEER; NETWORK ENGINEER; SENIOR COMPUTER PROGRAMMER; COMPUTER PROGRAMMER; AND SENIOR TECHNICAL WRITER. Since resumes are not required for non-key personnel, the offeror shall state the security levels of all proposed Non-Key Personnel in its response to the Non-Key Personnel requirements.

Accordingly, the existence of a **SECRET** security clearance or plans for obtaining a security clearance for proposed personnel shall be addressed in the technical proposal and each Key Personnel resume submitted shall identify the current security clearance level. The successful contractor not possessing the required clearances within 60 days after date of contract award may be subject to termination in accordance with Clause 52.249-6, entitled "Termination (Cost-Reimbursement)" at no cost to the Government.

### **(3) TECHNICAL PROPOSAL**

The technical/management proposal shall be written so that management and engineering oriented personnel can make a thorough evaluation and arrive at a sound determination as to whether the proposal meets the requirements of this solicitation. To this end, the technical proposal shall be so specific, detailed and complete as to clearly and fully demonstrate that the prospective contractor has a thorough understanding of the technical requirements contained in Section C of this solicitation.

Statements such as "the offeror understands," "will comply with the statement of work," "standard procedures will be employed," "well known techniques will be used" and general paraphrasing of the statement of work are considered inadequate. The technical proposal must provide details concerning what the contractor will do and how it will be done. This includes a full explanation of the techniques, disciplines, and procedures proposed to be followed.

The technical proposal shall not contain any reference to cost; however, information concerning labor allocation and categories, consultants, travel, materials, equipment and any information of interest to technical reviewers shall be contained in the technical proposal in sufficient detail so that the offeror's understanding of the scope of the work may be adequately evaluated. The technical proposal shall be page numbered, contain a table of contents, be organized in the following six (6) sections, and shall address in detail the following information:

Section A - Technical Understanding  
Section B - Personnel  
Section C - Corporate Experience  
Section D - Past Performance  
Section E - Facilities  
Section F - Small Business Compliance

#### **INTRODUCTION (Maximum length: 5 pp.)**

This section shall provide any necessary background information and an overview of the proposal which the offeror believes will assist in the understanding and accurate evaluation of the proposal.

#### **SECTION A - Technical Understanding (Maximum length: 75 pp.)**

The offeror shall demonstrate its technical understanding of the Scope of Work to be performed and its specific knowledge and understanding of each of the task areas as specified in the Statement of Work (SOW).



**SECTION B - Personnel****PERSONNEL QUALIFICATIONS** (Individual resumes shall not exceed 4 pp. in length)

In this section, the offeror shall identify proposed individual(s) for each labor position and indicate the tasks for which the person is proposed. Resumes shall only be submitted for **all key** personnel to be assigned to the proposed contract. Resumes shall include the relevant qualifications, background and experience for all such key personnel in sufficient detail to demonstrate the capability of such personnel to accomplish the work described in the Statement of Work. The work history of each key person shall contain experience directly related to the tasks and functions he/she is intended to perform under the proposed contract. The Offeror shall use the following format for all resumes submitted

<p>Labor Category</p> <p>Name:</p> <p>Security Clearance:</p> <p>Current Employer:</p> <p>Education/Training: (list any diplomas and/or degrees obtained, institution (and accreditation), year obtained)</p> <p>Summary: (provide a concise summary paragraph on why this individual was selected as key personnel)</p> <p>Directly Related Work Experience: (list each relevant job title, the inclusive dates of employment (month/yr), the employer, and a brief synopsis for each job listed on how this experience is directly related to the scope of work of the acquisition under competition.)</p> <p>References: (provide two (2) verifiable references from government or commercial customers with extensive knowledge of the individual on projects of similar size and scope of effort. Names, organization, phone numbers, and e-mail addresses should be provided.)</p> <p>Signature/Date: (key personnel shall sign and date the resume)</p>
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Offerors shall indicate limitations on the availability of any proposed personnel, if any. If a proposed individual is currently employed by the offeror, the offeror shall discuss how they intend to cover the personnel requirements on this requirement, as well as any other contract(s) for which the proposed personnel are assigned, and indicate their availability (to work on this requirement) and their tenure. If the individual is not currently employed by the offeror, explain the rationale for proposing that person and include their signed letter of intent. Resumes shall be provided for all proposed subcontractor **KEY** personnel and consultants, and the rationale for their use.

A summary table, in matrix format, shall also be provided to indicate **KEY** personnel qualifications and experience.

NOTE: If subcontractors are to be used, resumes of the **key** personnel shall be included in this section, with the present company affiliation clearly identified. All of the requirements of this section shall apply to the use of subcontractor personnel, as well as the prime contractor's personnel.

During the solicitation and evaluation process prior to award, the Government must have an equal basis on which to evaluate Proposals. To this end, when preparing and submitting proposals in response to this solicitation, offerors shall use the labor categories and hours for EACH YEAR of the five year period of performance as specified below.

General – The offeror shall list all proposed personnel by labor category together with the number of hours to be worked and the corporate entity they represent. Offerors shall provide at least the minimum number of resumes for

KEY personnel specified below. One resume cannot be submitted for more than two labor categories of any proposed personnel. The offeror shall not base qualifications upon presumption of future education or experience. Following is a list of the KEY PERSONNEL categories and minimum number of resumes required:

<u>Labor Category:</u>	<u>Number of Resumes</u>
Program Manager	1
Senior Project Engineer	1
Systems Analyst	1
Field Engineer	2

Note: Each resume must indicate clearly whether it is for a current employee of the offeror or a proposed new hire. If for a proposed new hire, evidence of employment commitment must be furnished. Employment commitment can be in any format as long as it is signed by the employee.

**NON-KEY Personnel:** (Non-key labor category section shall not exceed 5 pages in length.) Although resumes are not required for Non-Key Labor Categories, Offerors shall demonstrate their ability to fulfill the non-key labor category minimum requirements as outlined in Section C, Paragraph 6.0 and Section L of the RFP. Names of individual Non-Key Personnel are not necessary. However, offerors must associate non-key personnel with a specific labor category in order to establish a category labor rate.

## LABOR CATEGORIES AND DESIRED QUALIFICATIONS

The offeror shall provide personnel having the levels of professional/technical experience and education specified below for each labor category: NOTE: All Key personnel categories are indicated by **(KEY)**. All other personnel categories are considered Non-Key categories.

- 1. Program Manager (KEY):** The Program Manager shall have a Bachelor's degree in engineering from an accredited college or university and a minimum of fifteen (15) years experience in the operation, maintenance, design, or testing of C4ISR systems and equipment of which ten (10) years must have been at the program management level. Experience with maintenance strategies and maintenance systems. Detailed knowledge of US Government organizations, their functions, and their responsibilities. A Master's degree may be used to substitute for five (5) years of experience.
- 2. Senior Project Engineer (KEY):** The Senior Project Engineer shall have a Bachelor's degree in engineering from an accredited college or university and have a minimum of fifteen (15) years experience in the operation, maintenance, and in-service testing of C4ISR equipment and systems directly related to the Statement of Work (SOW). The last five years of this experience must be directly related to the SOW. Demonstrated experience managing projects similar in scope, magnitude, and complexity, as those listed in the SOW is mandatory. This experience should include detailed knowledge of integrated condition assessment systems for shipboard equipment condition monitoring, including implementation and operation of computerized on-line diagnostic modules used with these systems.
- 3. Project Manager:** A Master's degree from an accredited institution in a technical or managerial field plus a minimum of seven (7) years of combined general, related and specialized experience; or a Bachelor's degree from an accredited institution in a technical field or managerial field plus a minimum of ten (10) years of combined general, related, and specialized experience. This specialized experience may include a minimum of five (5) years of total experience as a successful manager of a team of skilled professional, technical and support personnel.
- 4. Senior Electrical Engineer:** The Senior Electrical Engineer shall have a Bachelor's degree in electrical engineering from an accredited college or university and a minimum of ten years experience in the design, operation, maintenance or testing of C4ISR equipment and systems. Experience in the development of technical documentation utilizing military specifications and standards. Knowledge of US Government organizations, their functions and their responsibility and a minimum of three (3) years supervisory experience is required. A Master's degree may be used to substitute for five (5) years of experience.

**5. Electrical Engineer:** The Electrical Engineer shall have a Bachelor's degree in electrical engineering from an accredited college or university and a minimum of four (4) years experience in the design, operation, maintenance or testing of C4ISR equipment and systems. Experience in the development of technical documentation utilizing military specifications and standards.

**6. Junior Electrical Engineer:** The Junior Electrical Engineer shall have a Bachelor's degree in electrical engineering from an accredited college or university.

**7. Senior Mechanical Engineer:** The Senior Mechanical Engineer shall have a Bachelor's degree in mechanical engineering from an accredited college or university and a minimum of ten (10) years experience in the design, operation, maintenance, or testing of C4ISR equipment and/or supporting systems which can include HM&E systems. Experience in the development of technical documentation utilizing military specifications and standards. Knowledge of US Government organizations, their functions, and their responsibility and a minimum of three (3) years supervisory experience is required. A Master's degree may be used to substitute for five (5) years of experience.

**8. Mechanical Engineer:** The Mechanical Engineer shall have a Bachelor's degree in mechanical engineering from an accredited college or university and a minimum of four (4) years experience in the design, operation, maintenance or testing of C4ISR equipment and/or supporting systems which can include HM&E systems. Experience in the development of technical documentation utilizing military specifications and standards is desired.

**9. Junior Mechanical Engineer:** The Junior Mechanical Engineer shall have a Bachelor's degree in mechanical engineering from an accredited college or university.

**10. Systems Analyst (KEY):** The Systems Analyst shall have a minimum of ten (10) years of experience in either C4ISR or HM&E equipment and systems. Experience in the development of technical documentation utilizing military specifications and standards is desired. Knowledge of US Government organizations, their functions, and their responsibility is required.

**11. Senior Network Engineer:** The Senior Network Engineer shall have a Bachelor's degree in Electrical or Computer Engineering, Computer Science, or other related field and a minimum of ten (10) years of relevant experience, including a sound familiarity with interface protocols. Must possess good oral and written communication skills for direct client interface. Knowledge and ability to establish system requirements; create architecture to support requirements; establish communications paths with system owners; develop test criteria; install equipment at designated site; perform operational tests on equipment and circuits is required. Experience in supporting both the acquisition and user communities to meet communications needs. A Master's degree may be used to substitute for five (5) years of experience.

**12. Network Engineer:** The Network Engineer shall have a Bachelor's degree in Electrical or Computer Engineering, Systems Engineering, Computer Science, or other related field and a minimum of two (2) years of relevant experience or current industry certificates (such as MSCE, CCNA, etc). Relevant experience will demonstrate a sound familiarity with interface protocols and equipment. Must possess good oral and written communication skills for direct client interface. Knowledge and ability to support the development of system requirements; create architecture to support requirements; establish communications paths with system owners; develop test criteria; install equipment at designated site; perform operational tests on equipment and circuits.

**13. Junior Network Engineer:** The Junior Network Engineer shall have a Bachelor's degree in Electrical or Computer Engineering, Systems Engineering, Computer Science, or other related field or current industry certificates (such as MSCE, CCNA, etc) and a minimum of one (1) year of relevant experience. Relevant experience will demonstrate a sound familiarity of networking equipment and systems.

**14. Senior Computer Programmer:** The Senior Computer Programmer shall have a Bachelor's degree in Electrical or Computer Engineering, Computer Science, or other related field and a minimum of ten (10) years of relevant experience, including a sound familiarity with programming techniques and various programming

languages. Demonstrated ability to provide technical guidance and skills in support of information systems development and integration efforts. Performs in a variety of technical areas including systems requirements analysis, data analysis and engineering, systems design, systems development, computer programming, systems testing and deployment, quality assurance, configuration management, and systems documentation. Provides technical and administrative support for information systems development tasks, including execution of technical tasks, the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. A Master's degree may be used to substitute for five (5) years of experience.

**15. Computer Programmer:** The Computer Programmer shall have a Bachelor's degree in Electrical or Computer Engineering, Systems Engineering, Computer Science, or other related field and a minimum of two (2) years of relevant experience or current industry certificates (such as MSCE, CCNA, etc). Experience must demonstrate the ability to prepare detailed specifications and computer software programs including integrating, testing, and debugging of software components.

**16. Computer Scientist:** The Computer Scientist shall have a Bachelor's degree in Computer Science or software engineering from an accredited college or university and ten (10) years experience in tasks directly related to the SOW. This experience must include five (5) years of machinery condition assessment and equipment condition monitoring, utilizing computerized, on-line diagnostic systems directly related to the SOW.

**17. Senior Logistician:** The Senior Logistician should have a Bachelor's degree from an accredited college or university or be a graduate of military schools which have provided an in-depth knowledge of naval shipboard systems maintenance and operation. Must demonstrate five (5) years experience in the development of Integrated Logistics Support of systems and equipment directly related to the SOW.

**18. ILS Technician:** The ILS Technician should have a high school diploma or be a graduate of military schools which have provided and in-depth knowledge of naval shipboard systems maintenance and operation. Must demonstrate five (5) years experience in the development of Integrated Logistics Support of systems and equipment directly related to the SOW.

**19. Training Support Specialist:** The Training Support Specialist must have a high school diploma or be a graduate of military schools, which have provided an in-depth knowledge of training techniques and curriculum development and must possess three (3) years of experience. Experience shall demonstrate the ability to gather, analyze, edit, and prepare system/course training information, conduct necessary research and ensure the use of proper systems and documentation standards, and evaluate curriculum requirements and user needs ensuring operational requirements are met.

**20. Field Engineer (KEY):** The Field Engineer shall have a high school diploma and have a minimum of ten (10) years of general C4ISR experience which includes three (3) years of specialized C4ISR equipment or system experience. Experience must demonstrate the ability to troubleshoot, repair, test, and provide technical guidance on equipment and systems.

**21. Engineering Technician IV:** An Associate's degree and a minimum of six (6) years experience in an appropriate technical discipline; or nine (9) years relevant technical experience in either electronics, mechanical systems, marine engineering or naval architecture. Demonstrated ability to apply technical expertise to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals."

**22. Engineering Technician III:** An Associate's degree and a minimum of four (4) years experience in an appropriate technical discipline; or seven (7) years relevant technical experience. Demonstrated ability to apply technical expertise to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals. Performs such tasks as masking circuit analysis, calculating waveforms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment.

**23. Engineering Technician II:** An Associate's degree and a minimum of two (2) years experience in an appropriate technical discipline; or five (5) years relevant technical experience. Requires familiarity with the inter-relationships of circuits and judgment in planning work sequence and selecting tools and testing instruments.

**24. Engineering Technician I:** High school graduate or GED with at least one (1) year relevant experience. Performs simple tasks such as replacing components, wiring circuits, repairing simple electronic equipment, and taking test readings using common instruments.

**25. Quality Specialist:** The Quality Specialist shall be a high school graduate with at least five (5) years of experience in developing and documenting production processes and procedures. Experience must demonstrate knowledge of and success in implementing military and commercial quality programs and directives.

**26. Senior Technical Writer:** The Technical Writer shall be a college graduate (Associates or Bachelors degree) and must have five (5) years experience in preparing and editing technical documents which include technical manuals, project plans, operational guides, etc. Experience must demonstrate at least three (3) years experience in use of computer graphics and publishing tools and software. An additional five (5) years of experience may be substituted for educational experience.

**27. Technical Writer:** The Technical Writer shall be a high school graduate or equivalent, must have three (3) years experience in preparing and editing technical documents which include technical manuals, project plans, operational guides, etc. Experience must demonstrate at least two (2) years experience in electronic systems documentation development.

**28. Graphics Illustrator:** The Graphics Illustrator shall be a high school graduate or equivalent, must have three (3) years of experience in preparing and editing graphics, pictures, and other forms of artwork. Experience must demonstrate at least two (2) years experience in use of computer graphics and publishing tools and software.

**29. Draftsman:** The Draftsman shall possess an Associate's degree and a minimum of two (2) years of experience or be a high school graduate and must have four (4) years of practical experience. Experience must demonstrate the development of drawings and/or illustrations, which include a demonstrated ability to utilize computer aided drawing software packages.

**30. Word Processor:** The Word Processor shall be a high school graduate or equivalent, must have three (3) years experience in word processing, data entry, formatting, and operation of word processing equipment, must have two (2) years experience in use of spreadsheet software and basic database setup, and must have formalized word processing software utilization.

**31. Secretary:** The Secretary shall be a high school graduate or equivalent with five (5) years experience and must be able to perform office work in support of the program.

**32. Installation Mechanic:** The Installation Mechanic shall be a high school graduate or equivalent with three (3) years experience in trade. Formal education can be substituted for an additional two (2) years of experience in trade.

**33. Inside Machinist:** The Inside Machinist shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade. Formal education can be substituted for an additional two (2) years of experience in trade.

**34. Sheet Metal Mechanic:** The Sheet Metal Mechanic shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade. Formal education can be substituted for an additional two (2) years of experience in trade.

**35. Shipfitter/Pipefitter:** The Shipfitter/Pipefitter shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade. Formal education can be substituted for an additional two (2) years of experience in trade.

**36. Welder:** The Welder shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade. Certifications for the types of welds to be performed must be available for government review. Formal education can be substituted for an additional two (2) years of experience in trade.

**37. Stockman/Laborer/Helper:** The Stockman/Laborer/Helper does not require any education or work experience.

### **SECTION C - Corporate Experience (Maximum Length 25 pp)**

The offeror's proposal shall demonstrate its corporate experience as related to the tasks set forth in the Statement of Work. A tabular and narrative synopsis of up to 5 contracts of similar or related Government, military or commercial work ongoing or completed in the past ten (10) years shall be provided. The tabular portion of the synopsis shall be presented in the following format:

- Contract number
- Type of contract
- Contracting activity and address
- Contracting Officer's name and telephone number
- Contracting activity technical point of contact name and telephone number
- Award price/cost
- Final price/cost
- Man-hours of effort
- Period of performance
- Contract Completion Date
- Contract Deliverables – major reports, technical data packages, major briefings, etc.
- If subcontracting was involved, identify the firm(s) and percentage of support provided.

The narrative portion of each contract synopsis shall describe the effort related to the tasks in the statement of work. The description shall specify the nature of the work, similarities with the current proposed work, and the relevant experience gained. The narrative portion shall conclude with commentary directly addressing issues regarding customer satisfaction; contract compliance; quality of performance; schedule adherence; and cost control. Also indicate any occurrence of cost growth and/or schedule delays encountered. The appearance of cost growths and/or schedule delays on past contracts must be explained. At the end of the listing, the offeror shall provide a summary matrix relating areas of experience gained through previous contracts and key personnel assigned.

### **SECTION D - Past Performance (Maximum length: 25 pp.)**

The offeror shall demonstrate past performance as it relates to the Scope of Work tasking areas provided in the Statement of Work.

The Navy intends to review the Contractor Performance Assessment Reporting System (CPARS) ratings of an offeror's performance of relevant contracts. **If an offeror has CPARS information currently available on file for work performed within the past three years, or currently in progress, it should indicate so in its proposal. If CPARS is available, submission of a Questionnaire, as described below, is not required.** In the event the Navy cannot obtain adequate CPARS rating information regarding a particular offeror, the Navy may review other relevant past performance information from sources other than those identified by the Offeror. General trends in a contractor's performance will also be considered. Additionally, when subcontractors perform significant parts of the effort, their past performance may also be evaluated.

Each offeror has the opportunity to provide in its proposal any information regarding its past performance of contracts similar to the Navy's requirement that it would like the Navy to consider. Such information may be in the nature of additional information to that which the Navy has readily available, or which has already been rated under the CPARS system, or which the offeror considers essential to the Navy's evaluation or explanatory information of

substandard or poor performance and the corrective actions taken to prevent a recurrence. The Navy reserves the right to verify statements and representations made in an offeror's proposal.

For those contracts that the offeror would like considered for past performance evaluation, that were completed within the last three (3) years, and/or for contracts currently in progress, the offeror shall send a copy the Past Performance Questionnaire provided under Section J of the RFP directly to the Program Manager/COR of that particular contract. The offeror shall limit the number of questionnaires to three (3). The information provided on the questionnaires shall address work performed by the offeror as it relates to the following five (5) areas:

1. Customer Satisfaction
2. Contract Compliance
3. Quality of Performance
4. Schedule Adherence
5. Cost Control

Offerors should forward these questionnaires to the appropriate source to allow ample time for their completion. The offeror shall request the Program Manager/COR to complete the questionnaire and forward it directly to the address specified below no later than the closing date of this RFP:

Naval Surface Warfare Center  
Carderock Division  
Code 3322 (Mr. Lesley Wise)  
Bldg 121 Room 200  
9500 MacArthur Blvd  
West Bethesda, MD 20817-5700  
RFP: N00167-02-R-0084

The Past Performance Questionnaire may be faxed to Mr. Lesley Wise on (301) 227-5874 or sent via email to: [wisela@nswccd.navy.mil](mailto:wisela@nswccd.navy.mil).

For those contracts that a questionnaire has been sent for past performance evaluation, the offeror shall identify in their technical proposal the following information:

1. Contracting Activity and Address
2. Technical representative's name and telephone number
3. Contract Number
4. Type of Contract
5. Contract Price
6. Period of Performance
7. Brief description of program and discussion of relevance of the contract to the SOW.
8. A Description of the Deliverables
9. A Contract Summary – The contract summary shall provide a descriptive overview of the contract, not exceeding one page in length, including a discussion of actual performance under each contract identified, problems encountered and how they were resolved; management of key personnel; customer satisfaction; contract compliance; quality of performance; schedule adherence; cost control; and any other areas deemed necessary to provide insight into actual past performance

#### **SECTION E - FACILITIES: (Maximum Length 15 pp)**

The offeror shall provide a description of the offeror's facilities that would be made available for accomplishing the work identified in the Statement of Work. Of particular importance is the adequacy of the facilities for meeting the requirements of the Statement of Work.

**? Office Space:**

The offeror shall demonstrate its ability to maintain office space in Norfolk, VA and San Diego, CA within one hour driving time as specified in the SOW in Paragraphs 3.6.1 and 3.6.2., and the ability to store classified documents up to the SECRET level.

**? Hardware Capabilities:**

The offeror shall demonstrate its ability to provide resources and hardware necessary to successfully support the Scope of Work. Evidence of production facilities, test benches, and test equipment and quality assurance procedures and program.

**? Software Capabilities:**

The offeror shall demonstrate its ability to provide software resources necessary to successfully support the Scope of Work. Evidence of software development procedures and production facilities which include individual email accounts, internet access, MS Office, MS-based Project software, Photo Management software, engineering analysis software, Windows operating system, and computer code programming in SQL, C++ and Visual Basic.

**SECTION F – SMALL BUSINESS COMPLIANCE (Maximum Length 5 pp)**

The Offeror's shall demonstrate its compliance with 52.219-8 "Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns" and 52.219-9 "Small Business, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan" will also be evaluated and shall therefore be addressed in this section of the proposal.

**(4) COST PROPOSAL**

To assist the Government in determining cost reasonableness/realism for this effort, the offeror shall provide sufficient detailed cost information with the proposal to make this determination. In preparing the cost proposal, it is essential that the offeror breakout and identify separately for each year of the contract, the following types of cost elements listed below. The following is only an example of the various types of cost elements which may be applicable but not necessarily limited to:

**Direct Labor Costs:**

(1) Information including the name, title, and actual hourly rate shall be provided by the Offeror for each individual proposed for the labor categories identified in Section C. Paragraph 6.0. If the Offeror proposes direct labor rates based on a composite rate structure (i.e. inclusion of subcontractor rates in prime offerors hourly rate), then the Offeror shall clearly identify the individuals comprising the composite, their respective actual hourly rates, and method used to derive the composite rate.

(2) If an Offeror's proposed labor category differs in name from those listed above, a chart shall be included which identifies how these categories correspond to the ones listed in the solicitation.

(3) The Offeror shall identify any escalation rates utilized in the preparation of their cost proposal, and shall provide historical information pertaining to the actual escalation rate experienced over the past three (3) year period.

(4) Offerors are reminded that the staff proposed in the technical proposal must be the same staff proposed in the cost proposal.



(5) The Offeror shall provide a copy of the Employment Contract for any individual proposed who is not currently employed by the Offeror or subcontractor (if proposed).

(6) **Major Subcontracting Costs:** Identify (if applicable), any proposed subcontracting labor intended for use under this contract. Any subcontracted labor categories shall be fully supported by breaking out the subcontracted labor rates for each year of the contract's periods of performance. The cost breakout shall include the same level of detail as that provided by the Offeror. Identify the labor categories for which subcontracting is being proposed and include the subcontractor's direct labor rates, number of hours proposed for each labor category, fringe benefits, overhead, G&A, fee, etc., that has been submitted by the subcontractor to the prime contractor for consideration under this contract. **When subcontractor cost data is considered proprietary by the subcontractor to the prime, the prime contractor shall ensure that all required subcontractor backup cost information regarding direct labor rates, fringe benefits, overhead, G&A, fee etc. is submitted in a sealed envelope (Government Eyes Only) along with the prime contractor's proposal.** Additionally, any associated costs which the prime incorporates into the subcontracted labor category rate shall be fully identified (i.e. G&A, fee, etc.). It is the Offeror's responsibility to ensure that this support documentation is received by the Government within the timeframe (i.e. closing date) established for this solicitation.

If subcontracts are proposed, the following information is required:

- ? Point of contact, phone number and address of the cognizant Defense Contract Management Agency (DCMA)
- ? Point of contact, phone number, and address of the cognizant Defense Contract Audit Agency (DCAA).

(7) **Consultants:** If applicable, provide a detailed listing of consultants expected to be used, the number of hours and labor categories that they are proposed for, the rationale for selection and all associated costs which are proposed for reimbursement. Include all items of costs associated with consultants (i.e. hours proposed, and hourly rate). Additionally, any associated costs which the prime incorporates into the proposed consultant labor costs shall be fully identified (i.e. G&A, fee, etc.). A copy of the Consultant Agreement shall also be provided by the Offeror.

**Indirect Rates:** Offerors shall list the cost elements that comprise the overhead, general and administrative expenses, and the other indirect pools. All indirect rates shall be summarized. Offerors shall list proposed indirect rates, DCAA recommended rates, and historical actuals (audited and unaudited) for the past three years. If proposed rates reflect negotiated forward pricing rates, a copy of the current forward pricing rate agreement shall be provided. If the rates are not negotiated forward pricing rates, then the basis for the proposed rates shall be explained.

**Facilities Capital Cost of Money:** If this cost element is proposed, the offeror shall provide information pertaining to the derivation of the FCCOM costs (i.e. FCCOM factors and application bases).

**Fee:** Identify the fee rate and total amount proposed and identify the various cost elements for which the fee is being applied.

**NTE Support Costs:** These costs reflect all other direct costs which are not labor costs. For proposal purposes, the not-to-exceed (NTE) amounts for the support costs (material, travel and miscellaneous) have been identified in Section B. Along with these costs, the Offeror may include a cost element associated with a G&A/handling rate associated with these costs. If a G&A/handling rate is proposed for these support costs, the Offeror shall identify these costs and their applicable rate. The Offeror shall apply his applicable indirect rate, exclusive of fee, to establish his proposed cost. Lastly, It should be noted that all support costs are non-fee bearing costs.

The Government is contemplating issuance of an Indefinite Delivery, Indefinite Quantity, Cost Plus Fixed Fee (completion) type contract(s) contract which allows the issuance of Delivery Orders on a completion basis in lieu of level of effort or term. Completion type Delivery Orders require the contractor to complete and deliver a specified end product (such as hardware or a comprehensive final report) as a condition of payment of the entire fixed fee and within the originally estimated cost, if possible.

## ATTACHMENT (2)

The Government may increase the estimated cost and direct the contractor to incur costs above the original estimated cost estimate without an increase in fee. However, during the solicitation and evaluation process prior to award, the Government must have an equal basis on which to evaluate proposals. To this end, when preparing and submitting proposals in response to the solicitation, offerors shall use the labor categories and hours for each year of the five year period of performance as specified below.

Although the labor categories and hours listed below will not be included as part of the contract award document, the names and labor categories of Key Personnel proposed and accepted will be a part of the award as specified in Section I – Agency Specific Provision entitled, “Substitution of Key Personnel (JUN 1996) (NSWCCD).

<b>Labor Category</b>	<b>Hours Per Year</b>
Program Manager (Contractor Site East Coast)	800
Program Manager (Contractor Site West Coast)	400
Program Manager (Govt Site East Coast)	80
Program Manager (Govt Site West Coast)	80
<b>Total Program Manager</b>	<b>1,360</b>
Sr. Project Engineer (Contractor Site East Coast)	800
Sr. Project Engineer (Contractor Site West Coast)	400
Sr. Project Engineer (Govt Site East Coast)	80
Sr. Project Engineer (Govt Site West Coast)	80
<b>Total Program Assistant</b>	<b>1,360</b>
Project Manager (Contractor Site East Coast)	1,200
Project Manager (Contractor Site West Coast)	400
Project Manager (Govt Site East Coast)	80
Project Manager (Govt Site West Coast)	80
<b>Total Project Manager</b>	<b>1,760</b>
Senior Electrical Eng (Contractor Site East Coast)	1,200
Senior Electrical Eng (Contractor Site West Coast)	200
Senior Electrical Eng (Govt Site East Coast)	80
Senior Electrical Eng (Govt Site West Coast)	80
<b>Total Senior Electrical Engineer</b>	<b>1,560</b>
Electrical Eng (Contractor Site East Coast)	1,600
Electrical Eng (Contractor Site West Coast)	400
Electrical Eng (Govt Site East Coast)	80
Electrical Eng (Govt Site West Coast)	80
<b>Total Electrical Engineer</b>	<b>2,160</b>
Jr. Electrical Eng (Contractor Site East Coast)	1,800
Jr. Electrical Eng (Contractor Site West Coast)	400
Jr. Electrical Eng (Govt Site East Coast)	800
Jr. Electrical Eng (Govt Site West Coast)	80
<b>Total Jr. Electrical Engineer</b>	<b>3,080</b>
Senior Mechanical Eng (Contractor Site East Coast)	1,200
Senior Mechanical Eng (Contractor Site West Coast)	200
Senior Mechanical Eng (Govt Site East Coast)	80
Senior Mechanical Eng (Govt Site West Coast)	80
<b>Total Sr. Mechanical Engineer</b>	<b>1,560</b>

## ATTACHMENT (2)

Mechanical Eng (Contractor Site East Coast)	1,600
Mechanical Eng (Contractor Site West Coast)	400
Mechanical Eng (Govt Site East Coast)	80
Mechanical Eng (Govt Site West Coast)	80
<b>Total Mechanical Engineer</b>	<b>2,160</b>
Jr. Mechanical Eng (Contractor Site East Coast)	1,800
Jr. Mechanical Eng (Contractor Site West Coast)	400
Jr. Mechanical Eng (Govt Site East Coast)	800
Jr. Mechanical Eng (Govt Site West Coast)	80
<b>Total Jr. Mechanical Engineer</b>	<b>3,080</b>
Systems Analyst (Contractor Site East Coast)	1,600
Systems Analyst (Contractor Site West Coast)	400
Systems Analyst (Govt Site East Coast)	80
Systems Analyst (Govt Site West Coast)	80
<b>Total Systems Analyst</b>	<b>2,160</b>
Senior Network Eng (Contractor Site East Coast)	1,200
Senior Network Eng (Contractor Site West Coast)	200
Senior Network Eng (Govt Site East Coast)	80
Senior Network Eng (Govt Site West Coast)	80
<b>Total Senior Network Engineer</b>	<b>1,560</b>
Network Eng (Contractor Site East Coast)	1,600
Network Eng (Contractor Site West Coast)	400
Network Eng (Govt Site East Coast)	80
Network Eng (Govt Site West Coast)	80
<b>Total Network Engineer</b>	<b>2,160</b>
Jr. Network Eng (Contractor Site East Coast)	1,800
Jr. Network Eng (Contractor Site West Coast)	400
Jr. Network Eng (Govt Site East Coast)	800
Jr. Network Eng (Govt Site West Coast)	80
<b>Total Jr. Network Engineer</b>	<b>3,080</b>
Sr. Computer Programmer (Contractor Site East Coast)	1,200
Sr. Computer Programmer (Contractor Site West Coast)	200
Sr. Computer Programmer (Govt Site East Coast)	80
Sr. Computer Programmer (Govt Site West Coast)	80
<b>Total Sr. Computer Programmer</b>	<b>1,560</b>
Computer Programmer (Contractor Site East Coast)	1,600
Computer Programmer (Contractor Site West Coast)	400
Computer Programmer (Govt Site East Coast)	80
Computer Programmer (Govt Site West Coast)	80
<b>Total Computer Programmer</b>	<b>2,160</b>
Computer Scientist (Contractor Site East Coast)	1,800
Computer Scientist (Contractor Site West Coast)	400
Computer Scientist (Govt Site East Coast)	800
Computer Scientist (Govt Site West Coast)	80
<b>Total Computer Scientist</b>	<b>3,080</b>
Sr. Logistician (Contractor Site East Coast)	3,000

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Sr. Logistician (Contractor Site West Coast)	200
Sr. Logistician (Govt Site East Coast)	2,000
Sr. Logistician (Govt Site West Coast)	200
<b>Total Sr. Logistician</b>	<b>5,400</b>
ILS Technician (Contractor Site East Coast)	3,000
ILS Technician (Contractor Site West Coast)	200
ILS Technician (Govt Site East Coast)	2,000
ILS Technician (Govt Site West Coast)	200
<b>Total ILS Technician</b>	<b>5,400</b>
Training Support Specialist (Contractor Site East Coast)	2,000
Training Support Specialist (Contractor Site West Coast)	80
Training Support Specialist (Govt Site East Coast)	2,000
Training Support Specialist (Govt Site West Coast)	80
<b>Total Training Support Specialist</b>	<b>4,160</b>
Quality Specialist (Contractor Site East Coast)	1,200
Quality Specialist (Contractor Site West Coast)	200
Quality Specialist (Govt Site East Coast)	80
Quality Specialist (Govt Site West Coast)	80
<b>Total Quality Specialist</b>	<b>1,560</b>
Senior Techwriter (Contractor Site East Coast)	1,200
Senior Techwriter (Contractor Site West Coast)	200
Senior Techwriter (Govt Site East Coast)	80
Senior Techwriter (Govt Site West Coast)	80
<b>Total Senior Techwriter</b>	<b>1,560</b>
Draftsman (Contractor Site East Coast)	3,000
Draftsman (Contractor Site West Coast)	1,000
Draftsman (Govt Site East Coast)	1,000
Draftsman (Govt Site West Coast)	80
<b>Total Draftsman</b>	<b>5,080</b>
Graphics Illustrator (Contractor Site East Coast)	3,000
Graphics Illustrator (Contractor Site West Coast)	1,000
Graphics Illustrator (Govt Site East Coast)	1,000
Graphics Illustrator (Govt Site West Coast)	80
<b>Total Graphics Illustrator</b>	<b>5,080</b>
Field Engineer (Contractor Site East Coast)	2,000
Field Engineer (Contractor Site West Coast)	400
Field Engineer (Govt Site East Coast)	800
Field Engineer (Govt Site West Coast)	80
<b>Total Field Engineer</b>	<b>3,280</b>
Engineering Technician IV (Contractor Site East Coast)*	2,000
Engineering Technician IV (Contractor Site West Coast)*	400
Engineering Technician IV (Govt Site East Coast)*	800
Engineering Technician IV (Govt Site West Coast)*	80
<b>Total Engineering Technician IV</b>	<b>3,280</b>
Engineering Technician III (Contractor Site East Coast)*	2,000
Engineering Technician III (Contractor Site West Coast)*	400

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Engineering Technician III (Govt Site East Coast)*	800
Engineering Technician III (Govt Site West Coast)*	80
<b>Total Engineering Technician III</b>	<b>3,280</b>
Engineering Technician II (Contractor Site East Coast)*	2,000
Engineering Technician II (Contractor Site West Coast)*	400
Engineering Technician II (Govt Site East Coast)*	800
Engineering Technician II (Govt Site West Coast)*	80
<b>Total Engineering Technician II</b>	<b>3,280</b>
Engineering Technician I (Contractor Site East Coast)*	2,000
Engineering Technician I (Contractor Site West Coast)*	400
Engineering Technician I (Govt Site East Coast)*	800
Engineering Technician I (Govt Site West Coast)*	80
<b>Total Engineering Technician I</b>	<b>3,280</b>
Techwriter (Contractor Site East Coast)*	1,200
Techwriter (Contractor Site West Coast)*	200
Techwriter (Govt Site East Coast)*	80
Techwriter (Govt Site West Coast)*	80
<b>Total Techwriter</b>	<b>1,560</b>
Word Processor (Contractor Site East Coast)*	1,000
Word Processor (Contractor Site West Coast)*	100
Word Processor (Govt Site East Coast)*	2,000
Word Processor (Govt Site West Coast)*	100
<b>Total Word Processor</b>	<b>3,200</b>
Secretary I (Contractor Site East Coast)*	1,000
Secretary I (Contractor Site West Coast)*	100
Secretary I (Govt Site East Coast)*	2,000
Secretary I (Govt Site West Coast)*	100
<b>Total Secretary</b>	<b>3,200</b>
Installation Mechanic (ST) (Contractor Site East Coast)*	2,000
Installation Mechanic (ST) (Contractor Site West Coast)*	400
Installation Mechanic (ST) (Govt Site East Coast)*	2,000
Installation Mechanic (ST) (Govt Site West Coast)*	2,000
<b>Total Installation Mechanic (ST)</b>	<b>6,400</b>
Installation Mechanic (OT) (Contractor Site East Coast)*	200
Installation Mechanic (OT) (Contractor Site West Coast)*	40
Installation Mechanic (OT) (Govt Site East Coast)*	200
Installation Mechanic (OT) (Govt Site West Coast)*	200
<b>Total Installation Mechanic (OT)</b>	<b>640</b>
Inside Machinist (ST) (Contractor Site East Coast)*	3,000
Inside Machinist (ST) (Contractor Site West Coast)*	400
Inside Machinist (ST) (Govt Site East Coast)*	10
Inside Machinist (ST) (Govt Site West Coast)*	10
<b>Total Inside Machinist (ST)</b>	<b>3,420</b>
Inside Machinist (OT) (Contractor Site East Coast)	300
Inside Machinist (OT) (Contractor Site West Coast)	40

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Inside Machinist (OT) (Govt Site East Coast)	10
Inside Machinist (OT) (Govt Site West Coast)	10
<b>Total Inside Machinist (OT)</b>	<b>360</b>
Sheet Metal Mechanic (ST) (Contractor Site East Coast)*	2,000
Sheet Metal Mechanic (ST) (Contractor Site West Coast)*	200
Sheet Metal Mechanic (ST) (Govt Site East Coast)*	80
Sheet Metal Mechanic (ST) (Govt Site West Coast)*	80
<b>Total Sheet Metal Mechanic (ST)</b>	<b>2,360</b>
Sheet Metal Mechanic (OT) (Contractor Site East Coast)*	200
Sheet Metal Mechanic (OT) (Contractor Site West Coast)*	10
Sheet Metal Mechanic (OT) (Govt Site East Coast)*	10
Sheet Metal Mechanic (OT) (Govt Site West Coast)*	10
<b>Total Sheet Metal Mechanic (OT)</b>	<b>230</b>
Shipfitter/Pipefitter (ST) (Contractor Site East Coast)*	1,000
Shipfitter/Pipefitter (ST) (Contractor Site West Coast)*	400
Shipfitter/Pipefitter (ST) (Govt Site East Coast)*	1,000
Shipfitter/Pipefitter (ST) (Govt Site West Coast)*	1,000
<b>Total Shipfitter/Pipefitter (ST)</b>	<b>3,400</b>
Shipfitter/Pipefitter (OT) (Contractor Site East Coast)*	100
Shipfitter/Pipefitter (OT) (Contractor Site West Coast)*	100
Shipfitter/Pipefitter (OT) (Govt Site East Coast)*	100
Shipfitter/Pipefitter (OT) (Govt Site West Coast)*	100
<b>Total Shipfitter/Pipefitter (OT)</b>	<b>400</b>
Welder (ST) (Contractor Site East Coast)*	2,000
Welder (ST) (Contractor Site West Coast)*	400
Welder (ST) (Govt Site East Coast)*	1,000
Welder (ST) (Govt Site West Coast)*	1,000
<b>Total Welder (ST)</b>	<b>4,400</b>
Welder (OT) (Contractor Site East Coast)*	200
Welder (OT) (Contractor Site West Coast)*	100
Welder (OT) (Govt Site East Coast)*	100
Welder (OT) (Govt Site West Coast)*	100
<b>Total Welder (OT)</b>	<b>500</b>
Laborer/Helper (ST) (Contractor Site East Coast)*	2,000
Laborer/Helper (ST) (Contractor Site West Coast)*	400
Laborer/Helper (ST) (Govt Site East Coast)*	2,000
Laborer/Helper (ST) (Govt Site West Coast)*	2,000
<b>Total Laborer/Helper (ST)</b>	<b>6,400</b>
Laborer/Helper (OT) (Contractor Site East Coast)*	200
Laborer/Helper (OT) (Contractor Site West Coast)*	40
Laborer/Helper (OT) (Govt Site East Coast)*	200
Laborer/Helper (OT) (Govt Site West Coast)*	200
<b>Total Laborer/Helper (OT)</b>	<b>640</b>
<b>Total Labor Hours Per Year</b>	<b>115,590</b>

## SECTION M Evaluation Factors for Award

## CLAUSES INCORPORATED BY FULL TEXT

## CAR-M02 AGENCY SPECIFIC PROVISION - EVALUATION OF PROPOSALS (AUG 1999) (NSWCCD)

(a) **General.** Careful, full and impartial consideration will be given to all offers received pursuant to this solicitation, and the evaluation will be applied in a similar manner. Factors against which offers will be evaluated (e.g., Technical Capability and Cost) are set forth below and parallel the solicitation response called for elsewhere herein.

(b) **Initial Evaluation of Offers.** An evaluation plan has been established to evaluate offers pursuant to the factors and sub-factors set forth in paragraph (g) below. All offers received will be evaluated by a team of Government personnel in accordance with the plan. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price; Cost will be evaluated for reasonableness and realism.

(c) **Evaluation Approach.** The following evaluation approach will be used:

(1) **Technical Proposal.** The evaluators will prepare a narrative description and assign a point score for each technical evaluation factor. All evaluation factors other than cost or price will be combined into a merit rating of either acceptable, unacceptable but susceptible of being made acceptable, or unacceptable.

(2) **Cost or Price Proposal.**

(i) Although cost or price is not scored, numerically weighted, or combined with the other evaluation factors to establish a merit rating, it will be evaluated for magnitude and realism. The determination of the magnitude of the cost proposal will be based on the total of all proposed costs. Cost realism is a determination of the probable cost of performance for each offeror. In those evaluations where all other evaluation factors, when combined, are significantly more important than cost or price, the degree of importance of the cost or price factor will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based.

(ii) Proposals which are unrealistic in terms of technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work, and may be grounds for rejection of the proposal. If the proposed contract requires the delivery of data, the quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent in the proposed deliverable data. Subjective judgment on the part of the Government evaluators is implicit in the entire process. Throughout the evaluation, the Government will consider "correction potential" when a deficiency is identified.

(iii) In evaluating cost type offers, realism of the offeror's estimated cost will be considered. "Realism of Estimated Cost" is determined by reference to the costs which the offeror can reasonably be expected to incur in performance of the contract in accordance with the offer. Unrealistic personnel compensation rates (including issues regarding the applicability of uncompensated overtime) will be considered in the cost realism analysis and may be considered in the technical analysis which could reduce the technical score. The purpose of the evaluation is to: (1) verify the offeror's understanding of the requirements; (2) assess the degree to which the cost proposal reflects the approaches and/or risk that the offeror will provide the supplies or services at the proposed costs; and (3) assess the degree to which the cost included in the cost proposal accurately represents the effort described in the technical proposal. The proposed costs may be adjusted for purposes of evaluation based on the results of the cost realism evaluation. Unrealistic rates will be considered in the risk assessment and may result in a reduced technical score.

**(3) Evaluation of Indirect Rates Applicable to Support Costs:**

- (i) The determination of the magnitude of the cost proposal will be based upon adding all proposed costs for labor plus support costs. It is intended to reimburse support cost on the basis of actual reasonable and allowable costs incurred plus G&A only (no fee). Therefore, for evaluation purposes, the Government will add the offeror's proposed G&A rate to the Government estimated Not-To-Exceed (NTE) amounts specified for support costs.
- (ii) If the offeror's DCAA approved accounting system includes the application on any other indirect cost rates (in addition to G&A) to the support costs items, those rates shall be identified in the proposal and will also be added to the respective estimated amounts specified for purposes of evaluation. An example would be when the offeror's approved accounting system includes application of a material handling fee to direct material costs and then application of a G&A rate to the subtotal of direct materials plus the material handling fee.
- (iii) If an offeror fails to identify, as part of its proposal, an indirect cost rate that would otherwise be applicable to one of the support an cost items, it shall not be allowed to invoice for the indirect rate after award since the evaluation of its offer did not include that rate.
- (iv) Notwithstanding the fact that the Government will add proposed indirect cost rates to the support and subcontract cost NTE amounts specified, it will do so for evaluation purposes only and will not actually change the NTE amount at time of award. Rather, the contract will indicate that the NTE amounts are inclusive of G&A and whatever other indirect rates the offeror has identified in its proposal, and which were considered in the evaluation of that offeror.
- (v) If proposed indirect rates on support costs are not consistent with DCAA information for that offeror, the proposed rates may be adjusted for realism when applied for evaluation purposes.

**(d) Competitive Acquisition Instructions.**

(1) If the provision FAR 52.215-1, "Instructions To Offerors--Competitive Acquisition" is included in Section L of this solicitation, the Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

(2) If the provision at FAR 52.215-1 is used with its Alternate I, the Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be in the competitive range.

(3) In either of the above two situations, if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

**(e) Discussion/Final Proposal Revisions.**

The Contracting Officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the Contracting Officer, be altered or explained to enhance materially the proposal's potential for award. The scope and extent of discussions are a matter of Contracting Officer judgment. At the conclusion of discussions, each offeror still in the competitive range shall be



given an opportunity to submit a final proposal revision. A final cut-off date for receipt of final proposal revisions will be established by the Contracting Officer.

(f) ***Basis for Contract Award.***

The basis for award of a contract(s) as a result of this solicitation will be an integrated assessment by the Contracting Officer of the results of the evaluation based on the evaluation factors and their importance as indicated below. The integrated assessment may include consideration of the strengths and weaknesses of the proposals, and, if deemed necessary by the Contracting Officer, consideration of various types of mathematical models comparing technical points and cost. These technical point scores will be combined to form a merit rating. An offeror's overall scoring must be equal to 70 points or greater to be considered for award under this solicitation. All offeror(s) not meeting this minimum scoring of 70 points will be eliminated from further consideration. All offeror(s) with 70 points or greater will undergo a competitive, "best value" process and the offeror(s) with the minimum cost per point will be chosen. Ultimately, the source selection decision will take into account the offeror's capability to meet the requirements of this solicitation on a timely and cost effective basis. The Government reserves such right of flexibility in conducting the evaluation as is necessary to assure placement of a contract in the Government's best interest. Accordingly, the Government may award any resulting contract to other than the lowest priced offeror, or other than the offeror with the highest evaluation rating.

(1) The contract resulting from this solicitation will be awarded to that responsible offeror whose offer, conforming to the solicitation, is determined most advantageous to the Government, cost and other factors considered.

(2) All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

(g) ***Evaluation Factors.***

**The evaluation factors are listed below in both descending order and degree of relative importance.**

FACTOR A - Technical Understanding  
FACTOR B- Personnel  
FACTOR C - Corporate Experience  
FACTOR D - Past Performance  
FACTOR E - Facilities  
FACTOR F - Small Business Compliance

Technical Understanding is most important and is almost two times more important than Personnel. The Personnel factor is approximately one-half as important as Technical Understanding and slightly more than two times more important than Corporate Experience and Past Performance. Corporate experience and Past Performance are equal in importance and slightly more important than Facilities. Facilities is slightly less important than Past Performance and more than two times more important than Small Business Compliance. Small Business Compliance is least important. Each major factor is split into a number of smaller subfactors whose order of importance is listed in its appropriate section or subsection in descending order of importance as indicated below. These point scores will be combined to form a merit rating.

**FACTOR A - Technical Understanding**

The degree to which the technical proposal demonstrates clear understanding of the Scope of Work to be performed and its specific knowledge and understanding of each of the task areas in the Statement of Work (SOW) and as summarized below. All subfactors are listed in descending order of importance. Task A-1, A-2, and A-3 are most important and are slightly more important as Tasks A-4, A-5, and A-6 which are of equal importance.

**Task:**

- A-1 Preparation of planning documents including Operational Requirements Documents (ORDs), Mission Needs Statements (MNS), C4I Support Plans (C4ISP), and Acquisition Plans (SOW Paragraphs 3.1.1 and 3.1.8)
- A-2 Preparation of analysis and technical studies (SOW Paragraphs 3.2.1, 3.2.2, and 3.2.6).
- A-3 Development of test plans and procedures for C4ISR Systems, which include automated test programs and routines (SOW Paragraphs 3.3.1 and 3.3.2).
- A-4 Knowledge of Alteration Installation Team installation processes, practices, and certifications (SOW Paragraphs 3.4.1 and 3.4.5)
- A-5 Knowledge of the C4ISR systems and equipment (SOW Paragraph 3.4.11)
- A-6 Development of the Interactive Technical Manuals and computer based training (SOW Paragraphs 3.5.2.1 and 3.5.2.5)

**FACTOR B – Personnel:**

The offeror's demonstrated education, certification and experience as specified in Section L. Offeror's personnel who do not meet the desired levels will be scored downward as appropriate. Where more than one resume is provided for any one category, each resume for a particular category will be scored and then an overall average score will be derived for that category. **No more than two resumes shall be submitted for any one category.** Key Personnel are significantly more important than Non-Key Personnel.

**KEY PERSONNEL:**

Key Personnel labor categories and category subfactors are listed in descending order of importance. The Program Manager is most important and is slightly more important than the Senior Project Engineer, Systems Analyst, and Field Engineer which are of equal importance.

**NON-KEY PERSONNEL:**

Offeror demonstrated that it has the ability to provide the non-key personnel who meet the stated qualifications and are available to work under the resultant contract. All Non-Key personnel are less important than the Field Engineer.

**FACTOR C - Corporate Experience**

The offeror's demonstrated experience, within the past 10 years, in performing the same or similar tasks as set forth in the Statement of Work

**FACTOR D - Past Performance**

Firms that lack relevant past performance history shall receive a neutral evaluation.

**All subfactors are of equal importance.**

The offeror's demonstrated past performance, within the past 3 years, as related to the tasks in the Statement of Work in the following five areas:

1. Customer Satisfaction
2. Contract Compliance
3. Quality of Performance
4. Schedule Adherence
5. Cost Control

**FACTOR E - Facilities**

**All subfactors are listed in descending order of importance. Subfactor A is MANDATORY and will be scored as either MET or NOT MET. Subfactors B and C are equal in importance.**

Offeror's demonstrated ability to provide facilities that would be made available for accomplishing the work identified in the Statement of Work as regards the following:

Sub-factor A – Office Space: Offeror's demonstrated ability to maintain office space in Norfolk, VA and San Diego, CA within one hour driving time as specified in the SOW in Paragraphs 3.6.1 and 3.6.2., and the ability to store classified documents up to the SECRET level.

Sub-factor B – Hardware Capabilities: Offeror's demonstrated ability to provide resources and hardware necessary to successfully support the Scope of Work. Offeror provided evidence of production facilities, test benches, and test equipment and quality assurance procedures and program.

Sub-factor C - Software Capabilities: offeror's demonstrated ability to provide software resources necessary to successfully support the Scope of Work. Provided evidence of software development procedures and production facilities which include individual email accounts, internet access, MS Office, MS-based Project software, Photo Management software, engineering analysis software, Windows operating system, and computer code programming in SQL, C++ and Visual Basic.

**FACTOR F - Small Business Compliance**

Offeror's demonstrated its commitment and its extent of its anticipated participation in compliance with 52.219-8, "Utilization of Small Business Concerns" and 52.219-9, "Small Business Subcontracting Plan".

## **SECTION C – DESCRIPTION/SPECIFICATION**

### **STATEMENT OF WORK**

#### **1.0 INTRODUCTION**

The Naval Surface Warfare Center Carderock Division Detachment Norfolk (NSWCCDDN) is a full spectrum research, development, test and evaluation, engineering, logistics, and technical support center for all types of combatant craft, boats and watercraft for the Department of Defense and maritime community. The Combatant Craft Department has been tasked to develop initiatives for the integration of Command and Control, Computers, Communications, Intelligence, Surveillance, and Reconnaissance (C4ISR) to strengthen communications between the diverse platforms. These initiatives include development and testing of systems, reductions in maintenance expenditures and increased equipment availability while maintaining the operational survivability of watercraft. The customer base for NSWCCDDN services includes the US Navy, the Special Operations Command, the US Army, the US Marine Corps, the US Coast Guard and the maritime community.

#### **2.0 SCOPE**

The contractor shall provide engineering, technical, and logistic support services required to develop, integrate, and maintain technological improvements in the area of Command and Control, Computers, Communications, Intelligence, Surveillance, and Reconnaissance (C4ISR) in support of watercraft and combatant craft in their assigned missions. This will include the implementation and execution of advanced technology development and future maintenance concepts and strategies being developed and conducted by NSWCCDDN. The contractor shall provide a quick response capability meeting unplanned/unscheduled needs in the support of urgent or emergent requirements. The performance of these services may be required at government facilities, operational sites, or forward-deployed sites. The contractor shall be capable of supporting efforts nationwide and worldwide. Work performed under this contract will be under the cognizance of the NSWC, Carderock Division, Detachment Norfolk, Combatant Craft Department (Code 23), 116 Lake View Parkway, Suite 200, Suffolk, Virginia 23435-2698.

The contractor shall provide program management, electrical and electronics engineering, technical and logistics support for the implementation, execution, and prototype development of C4ISR systems for vessel and boat systems on combatant craft, boats and watercraft and other surface and submersible vessels and vehicles (herein referred to as vessels). The types of systems to be supported under this contract are RADAR, SONAR, Satellite Communications, Line-of-Sight Communications, Tactical and Consolidated Cryptology equipment, Information Warfare (IW) and Signal Intelligence (SIGINT), computer and display systems, engineering maintenance and control systems, and information and tactical LAN/WAN systems. The contractor, under the direction of NSWCCDDN and as specified in each Delivery Order, shall furnish the material, services, and facilities (except those furnished by the government under the expressed provisions of the contract) necessary for the accomplishment of the work. Work performed under this contract will include:

- Planning and Program Management Support
- Systems Engineering
- Test and Evaluation Support
- Installation and Technical Support
- Integrated Logistics Support
- System/Equipment Configuration Management Support

#### **3.0 GENERAL REQUIREMENTS**

##### **3.1 TASK A - PLANNING AND PROGRAM MANAGEMENT SUPPORT**

The contractor shall provide Program and Project Management support to NSWCCDDN on various C4ISR programs and/or projects. The contractor shall provide support in identifying and coordinating all items of

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work, and assure that all efforts are directed toward providing the most effective and cost efficient support services. Specific efforts under this task include the following:

3.1.1 Prepare drafts of top level planning documents including Operational Requirements Documents (ORDs), Mission Needs Statements (MNS), Program Management Plans and prepare inputs to and conduct reviews of top-level planning documents that direct or guide the efforts of C4ISR engineering.

3.1.2 Conduct craft and system threat assessments and provide recommendations. This includes determining craft susceptibility to adverse actions and recommending corrective action in areas of design and/or operational conditions, which will increase craft's, crew's, and systems survivability. Corrective action can include minimization techniques in profiles, signatures, etc which will reduce the threat's ability of detection of craft and its onboard systems.

3.1.3 Prepare management reports to include a monthly Progress and Status report objectives in accordance with DD Form 1423, CDRL, Data Item Number A001. Assist in establishing goals, milestones, program plans and policy including business plans, long and short range Plan of Action and Milestones (POA&M) and implementation and execution strategies in support of program.

3.1.4 Prepare technical reports to include system and/or equipment readiness and identify degradation trends in accordance with DD Form 1423, CDRL, Data Item Number A006. Recommend appropriate steps to redesign the systems/component responsible for the degradation or make changes to the current maintenance plan or logistic support requirements, which includes the development of appropriate documentation such as Engineering Change Proposal (ECP) and/or Field Change Proposal (FCP).

3.1.5 Provide financial management support including analysis of program planning and other financial planning documentation with respect to budget submissions, spend plans, work plans, and obligation targets and thresholds. Perform cost benefit analysis, risk assessments, market surveys, and budget requirements. Develop spreadsheets and briefing forms appropriate for the analysis and presentation of information and provide reports of findings and recommendations in accordance with DD Form 1423, CDRL, Data Item Number A005.

3.1.6 Attend C4ISR Program-related meetings and conferences, and program reviews on behalf of C4ISR initiatives and provide reports in accordance with DD Form 1423, CDRL, Data Item Number A002. When required the contractor shall develop a recommended agenda and establish a system to track action items, identifying problems/ issues, and produce meeting information in accordance with DD Form 1423, CDRL, Data Item Number A007, data and minutes.

3.1.7 Draft integrated test plans that delineate all developmental testing, periodic testing, inspections, and other system condition assessment methodologies in accordance with DD Form 1423, CDRL, Data Item Number A010.

3.1.8 Develop Acquisition Plans, Integrated Logistics Support Plans (ILSPs), Navy Training Systems Plans (NTSPs), Computer Resources Life Cycle Management Plans (CRLCMP), Integrated Test Plans and Return on Investment (ROI), C4I Support Plan (C4ISP), and studies for the pilot/lead vessel of a class.

### **3.2 TASK B - SYSTEMS ENGINEERING**

The contractor shall provide systems engineering support to assist in the effective application of scientific and engineering efforts to transform validated operational needs into thoroughly defined system configurations through a documented process of requirements definition, functional analysis, synthesis, optimization, design, test and evaluation. Areas of particular involvement may include:

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- 3.2.1 Perform independent analysis and technical studies and provide technical services in the area of systems engineering support. This may require drawings, alteration documentation, design history, parts validations, calculations, and reports in accordance with DD Form 1423, CDRL, Data Item Number A006.
- 3.2.2 Conduct system feasibility analysis during conceptual design phase including the definition of top-level system requirements through trade-off analysis.
- 3.2.3 Develop system operational and maintenance requirements during the system conceptual design phase.
- 3.2.4 Develop System Specifications comprising complete system technical requirements.
- 3.2.5 Develop Systems Engineering Master Plans (SEMP) and Test and Evaluation Master Plans (TEMP).
- 3.2.6 Conduct the functional analysis and the allocation of system level requirements to include the preparation of system level functional flow diagrams when required for complex systems implementations.
- 3.2.7 Participate in formal design reviews including the conceptual, system, hardware/software, and critical design reviews.
- 3.2.8 Provide management and coordination support for configuration management activities associated with C4ISR systems.
- 3.2.9 Design and support a knowledge base to support diagnostic analysis engines.
- 3.2.10 Perform Failure Modes and Effects Analysis.
- 3.2.11 Develop installation plans for improvements.
- 3.2.12 Develop/maintain databases in accordance with SECNAVINST 5000.36. Database products must meet DoD/Navy interoperability standards and use DoD standard data elements and metadata schemes.
- 3.2.13 Perform independent engineering analysis to assess the threat and vulnerability effects on systems/components.
- 3.2.14 Recommend and perform/support redesign, modification, or alteration of hardware and software for system integration and improvements.
- 3.2.15 Develop new standard job procedures, maintenance procedures, and calibration techniques.

### **3.3 TASK C - TEST AND EVALUATION SUPPORT**

The contractor shall provide test and evaluation support to NSWCCDDN on various C4ISR programs and/or projects. Testing and evaluation shall include technical as well as operational analysis and may include the following:

3.3.1 Support designated craft C4ISR tests, trials, and evaluations as tasked. Test and evaluation may be required to support C4ISR installations or may be independent of installation/integration efforts. Test and evaluation support may be required in sustaining prototype development efforts, analysis of fielded systems and assessment of emerging technologies. Some types of testing may include:

- ? Maintenance demonstrations;
- ? Reliability testing;

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- ? Software Beta testing;
- ? Supportability testing;
- ? Independent verification and validation
- ? System Operational and Verification Testing

3.3.2 Develop procedures for conducting test and evaluation and perform all functions necessary to successfully complete test planning and associated documentation. This includes identification of test procedures, objectives and thresholds to be achieved, identification of support resources required to conduct the test, identifying evaluation methods, test reporting, procedure, failure feedback mechanism and test scheduling.

3.3.3 Develop/review test data in accordance with DD Form 1423, CDRL, Data Item Number A014, plans in accordance with DD Form 1423, CDRL, Data Item Number A010, and reports which may include Test and Evaluation Master Plans, Technical Evaluations, and other performance tests and procedures in accordance with DD Form 1423, CDRL, Data Item Number A011.

3.3.4 Conduct testing, analyze the results of collected data, including failure or other feedback reports, apply appropriate evaluation techniques, identify trends, make conclusions and recommendations.

3.3.5 Provide test support to locate test sites, acquire or assist in acquiring access test site(s), setting up instrumentation, sensors, test ranges, etc., and provide logistical resources. Logistical resource support may include personnel to perform pre-test training, maintenance of instrumentation during data collection, test performance, location and acquisition of spare parts, maintenance of instrumentation, hardware, and software, transportation, trial support, and related functions.

### **3.4 TASK D - INSTALLATION AND TECHNICAL SUPPORT**

The contractor shall provide installation and technical support to NSWCCDDN on various C4ISR programs and/or projects. Support may include conducting installations, technical assists, and evaluations as outlined in the following:

3.4.1 Provide project management, engineering, technical, installation and coordination services to support fixed and carry-on C4ISR systems equipment, technology insertion and modification programs. This support includes generation of alteration documentation, installation drawings in accordance with DD Form 1423, CDRL, Data Item Number A008, technical documentation, and tracking documentation throughout the alteration process and completion reports in accordance with DD Form 1423, CDRL, Data Item Number A003.

3.4.2 Support coordination, scheduling and tracking for installations of fixed and carry-on C4ISR systems and equipment. This support shall include: creating and maintaining a database for scheduling systems and related programs; generating and coordinating craft availability scheduling requirements, attending meeting/conferences, and providing long-range planning.

3.4.3 Monitor proposed hardware and software changes and provide assessment of the impact to the installation process. Support may include the development of cost and performance data required for the installation of systems or equipment and related Fleet Modernization Program (FMP) documentation.

3.4.4 Conduct craft visits to design layout plans for installation.

3.4.5 Provide support to AIT installation teams as it affects the site survey, craft check, installation and certification in accordance with DD Form 1423, CDRL, Data Item Number A014. This effort includes the development and review of installation support documentation in accordance with DD Form 1423, CDRL, Data Item Number A015, preparing project plans, correspondence, letters, memoranda, reports, and supporting liaison among various coordinators, planners and executioners of alterations and installations.

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3.4.6 Provide material and equipment procurement support and services to facilitate the development and implementation of alterations. This includes procurement through the Federal Stock System. The contractor shall use best value procedures to acquire material and equipment and provide material status reports in accordance with DD Form 1423, CDRL, Data Item Number A004. Commercial-off-the-shelf (COTS) items shall be procured with typical configurations for the particular equipment and vendor lists shall be provided in accordance with DD Form 1423, CDRL, Data Item Number A012. Any standard warranties provided by the manufacturer will be afforded to the government.

3.4.7 Provide kitting and prefabrication services, which include equipment and system integration and testing in a laboratory or staging facility.

3.4.8 Provide the necessary facilities to prefabricate parts and components, assemble, stage and distribute material to the job site. All tooling required for prefabrication or installation shall be provided.

3.4.9 Provide for all aspects of prototype installations. The contractor shall perform the installation and provide feedback comments, input, marked-up technical information, marked-up drawings such that future installations will result in best value to the government in accordance with DD Form 1423, CDRL, Data Item Number A009.

3.4.10 Provide for all aspects of C4ISR equipment installations on watercraft and combatant craft. Installation and workmanship practices shall be in accordance with guidance documentation and the specific Delivery Order (DO). The contractor shall perform the installation, associated system testing, associated operator training, and provide associated ILS as directed on each DO. When necessary space modifications and auxiliary equipment modifications, overhauls, and installation may be required.

3.4.11 Provide overhaul, repair, and alteration services for various C4ISR equipment and systems such as navigation, sensors, and internal and external communications.

3.4.12 Provide on-site technical support in response to emergent requirements.

### 3.5 TASK E – INTEGRATED LOGISTICS SUPPORT

3.5.1 The contractor shall provide Integrated Logistics Support (ILS) for a variety of C4ISR programs and technology insertion projects. This support shall include the analysis, development, review, maintenance, and tracking of system and equipment logistics support planning, maintenance, training and documentation. The contractor shall participate in logistics associated conferences and meetings to present concerns, making recommendations and gathering additional data as required. Examples of meetings include:

- a. Program Reviews
- b. Integrated Logistics Management Team (ILSMT) Meetings
- c. In-process Reviews (IPRs)
- d. Quarterly Program Reviews (QPRs)
- e. Technical Interface Meetings (TIMS)

3.5.1.1 Perform research, maintenance and update of the various C4ISR system Program Support Data (PSD) in the PSD Automated Reporting and Tracking System (PARTS) for the assigned hardware.

3.5.2 Provide engineering, technical and analytical support for all ILS disciplines and elements. Specific examples are listed below.

3.5.2.1 **Technical Data** - The contractor shall support the development, update, conversion, and/or review of Technical Manuals (TMs). The objective of this sub-task is to provide a more effective way of supporting the end user in the operation and maintenance of installed C4ISR equipment. To this end, the contractor shall suggest innovative ways to improve the development, delivery, and maintenance of such technical data products.



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3.5.2.1.1 Support development of conventional hardcopy technical manuals, and development of Interactive Electronic Technical Manuals (IETMs) up to and including Level 4 in accordance with applicable Technical Manual Contract Requirements (TMCR) and the Statement of Work (SOW) for the specific Delivery Order. Developed technical manuals shall be in accordance with the output format specified in the individual Delivery Order.

3.5.2.1.2 Support conversion of existing manuals or Commercial-Off-The-Shelf (COTS) manuals to electronic format and shall support the IETM Level and output format specified in the individual Delivery Order.

3.5.2.1.3 Support update of technical manuals as identified in Technical Manual Deficiency Reports (TMDRs), engineering changes, or other requirements as specified in the individual Delivery Order.

3.5.2.1.4 Support review of COTS technical manuals for accuracy and completeness to standards specified in the individual Delivery Order.

3.5.2.1.5 Support development and production of electronic or non-electronic media as specified in the SOW; which, media types include Hardcopy, CD-ROM, DVD-ROM, and ATIS compatibility. All media delivered shall be compatible with and executable by system hardware and operating systems as specified in the individual Delivery Order.

3.5.2.2 **Supply Support** - The contractor shall develop, review, update, and maintain complete supply support documentation.

3.5.2.2.1 Perform physical validation of boats and/or equipment to determine actual equipment configuration. Validation results shall conform to requirements as specified in the individual Delivery Order. Validation results will typically be in a format and data content sufficient to update the Ship's Configuration and Logistics Support Information System (SCLSIS) database via the Configuration Data Manager's Database – Open Architecture (CDMD-OA) interface, or as otherwise directed.

3.5.2.2.2 Develop, update, and maintain complete supply support documentation in the form of Provisioning Technical Documentation (PTD) and supporting data For Provisioning (DFP) packages. The Contractor shall maintain the resulting Allowance Parts Lists (APLs) or Allowance Equipage Lists (AELs) required due to hardware procurement, Design Change Notices (DCN), field change bulletins (FCB) or from other engineering or configuration changes. PTD packages shall be developed in accordance with applicable standards and/or instructions as identified in the individual Delivery Order.

3.5.2.2.3 Provide PTD in formats and media specified in the individual Delivery Order. ICAPS-CS is the recommended format; however, the Contractor may suggest a format equal to ICAPS.

3.5.2.2.4 Procure miscellaneous parts and equipment to support C4ISR equipment and installations.

3.5.2.3 **Maintenance Development and Support** - The contractor shall perform independent analysis and technical studies and provide engineering and technical services in the area of mission related maintenance engineering. Areas of particular involvement may include:

3.5.2.3.1 Perform Reliability, Availability and Maintainability (RAM) analysis and / or Trend analysis for C4ISR systems or equipment as specified in the individual Delivery Order.

3.5.2.3.2 Develop, review and / or update maintenance procedures in formats and to specifications described in the individual Delivery Order.

3.5.2.3.3 Review and update current analysis guides and maintenance assessment procedures and prepare new documents for in-service updates and new equipment as specified in the individual Delivery Order.

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3.5.2.3.4 Review and update existing maintenance management and planning documents.

3.5.2.3.5 Research commercially available predictive/condition based diagnostics and applications that can be integrated with existing systems that will achieve new efficiencies in preventive and / or corrective maintenance and produce a positive ROI on lifecycle resource investment.

3.5.2.4 **Design Interface** – The contractor shall provide design interface and analysis in order to relate all design characteristics to system support characteristics. The interface may include the development of technical planning data, life cycle cost analysis and return on investment (ROI) studies.

3.5.2.5 **Training and Training Support** – The contractor shall develop processes, techniques and equipment as necessary to support training or training development for C4ISR equipment. The contractor shall provide operator and maintenance training support for installed C4ISR systems and technology upgrades. This task encompasses planning, analysis, coordination, development, review and maintenance of various C4ISR systems and associated interface systems. Specific support may include the development of training program plans, requirements and documentation via software (HTML) and hard copy, development and maintenance of Interactive Multi-media Instructional (IMI) materials as specified by the delivery order, this SOW and applicable CDRLs. IMI products delivered under this sub-task must be compliant with latest Navy standards and be fully compatible with web-based delivery. Training support shall include potential application of distributed modeling and simulation for training utilizing Distributed Interactive Simulation and/or DoD High Level Architecture (HLA) capable of modeling deployment activities for various platforms. This may include:

3.5.2.5.1 Development and /or update of Navy Training Support Plans (NTSPs).

3.5.2.5.2 Analysis of equipment for scope of training requirements.

3.5.2.5.3 Vendor interface for identification or procurement of training aids or assets.

3.5.2.5.4 Interface with commercial entities for evaluation and /or implementation of training courses.

3.5.2.6 **Manpower and Personnel** – The contractor shall evaluate systems or equipment in order to identify military or civilian personnel requirements with the skill levels and grades required to operate and support said system or equipment throughout it's service life in peacetime and wartime environments.

3.5.2.7 **Packaging, Handling, Storage and Transportation** – The contractor shall provide support to define and document the requirements, resources, processes, procedures, design considerations, environmental considerations, and methods necessary to ensure that all C4ISR systems, equipment, and support items are preserved, packaged, handled, and transported properly.

3.5.2.8 **Computer Resources Support** – The contractor shall provide support of the facilities, hardware, system software, software development and support tools, documentation, and other resources needed to operate and support C4ISR computer systems.

3.5.2.9 **Support Equipment** – The contractor shall provide support for the equipment (mobile or fixed) required to support the operation and maintenance of C4ISR systems and equipment. This includes associated multi-use end items, ground handling and maintenance equipment, tools, metrology and calibration equipment, and test equipment.

3.5.2.10 **Facilities** – The contractor shall provide support for any real property (structure, building, utility system, etc.) necessary to support a C4ISR System. This includes permanent, semi-permanent, or temporary real property assets required to support the system, including conducting studies to define facilities or facility improvements, locations, space needs, utilities, environmental requirements, and real estate requirements.

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3.6 **CONTRACTOR FACILITIES** - The contractor shall have an office within one hour driving time of Gate 2 of the Norfolk Naval Base Norfolk, VA for liaison with appropriate officials and performance of work. The contractor shall identify the specific site to fully support the requirements for work intended by this contract. In satisfying this requirement, the contractor may consider teaming with other contractors having different facility locations. The office facilities shall have the furnishings for a standard office space and conference room in support of expected number of personnel including:

- a. ADP equipment compatible with Windows as the standard Network Operating System and MS Office 97 Professional as the standard office software. The use of Open Architecture Relational Data Base Management System and Web applications is required. The use of AutoCAD, Version 14.0 is required as a minimum.
- b. FAX, copier, and telephone and other resources usually found in a functioning office environment.

3.6.1 The contractor shall have laboratory, functioning office, warehouse and shop facilities within one hour driving time from Gate 2 of the Norfolk Naval Base Norfolk, VA. The facilities shall include as a minimum:

- a. Warehouse space of 10,000 square feet with a storage height of 20 feet and an entryway of 12 feet wide by 16 feet high and shall be secure, lockable, segregated, and clean with storage area for small and large items.
- b. Laboratory space of 2,000 square feet
  - 1) HVAC environmentally controlled
  - 2) Power requirements of 240 VAC and 120 VAC, 60 cycle, with 80 amperes of service.
- c. Inside machine shop of 4,000 square feet which will include the following equipment:
  - 1) Lathe
  - 2) Vertical Milling Machine
  - 3) Horizontal Milling Machine
  - 4) Shaper
  - 5) Radial Arm Saw and Drill
- d. Sheet metal shop of 4,000 square feet which will include the following equipment:
  - 1) Pan/Box Brakes to 8 feet wide
  - 2) Power Shear to 8 feet wide
  - 3) Manual Shears to 4 feet wide
  - 4) CNC Cutting
  - 5) Welding Machines
- e. Indoor production facility capable of accepting a trailered watercraft of up to 45 feet in length.
- f. Electrical fabrication, repair, and overhaul facility of 5000 square feet which includes the following:
  - 1) Grounded and Electro Static Discharge (ESD) retarding workbenches
  - 2) Lighting of 10 candle power
  - 3) Solder stations
  - 4) DC, 60 Hz and 400 Hz regulated power

3.6.2 The contractor shall have a facility in the San Diego area within one hour driving time of the eastern side of the Coronado bridge capable of supporting technical and installation support services which include office space with an additional 5,000 square feet of an installation support facility of either staging area, fabrication shop, and/or warehousing space.

The requirement for maintaining these facilities shall not be construed to mean that the Government will be obligated to pay any direct costs in connection therewith. Further, the contractor shall not be entitled to any direct payment in connection with any personnel set in readiness at or brought into such facility in

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preparation or in exception of work to be performed under the contract. Payment for labor hours and materials will be made only for such hours and materials actually expended in performance under the contract.

### **3.7 TASK F – SYSTEM / EQUIPMENT CONFIGURATION MANAGEMENT**

The contractor shall provide configuration management (CM) support on various C4ISR and Technology Insertion programs and/or projects. This support shall include all activities related to CM planning, baseline management, configuration identification, configuration audits, formal qualification review (FQRs), engineering changes, and configuration management records and reports.

3.7.1 The contractor shall provide support to various C4ISR requirements, programs and projects and associated interface system configuration management planning support to NSWCCDDN. The contractor shall review/develop applicable CM planning documentation and configuration management data.

3.7.2 The contractor shall provide CM program engineering, technical and analytical support to C4ISR programs and projects in accordance with a government approved Configuration Management Plan, which includes an organization structure with configuration control methods, configuration audits and configuration status accounting procedures for hardware and software. Efforts shall also include the review and evaluation of development/prime contractor configuration management programs and providing recommendation/comments.

3.7.3 The contractor shall monitor and maintain accurate records reflecting the current Configuration baselines of the various Cryptologic program, systems and/or projects and associated interface systems, subsystems, equipment, and software under-going development, enhancement, test and evaluation. The Contractor shall be responsible for life cycle management and shall include the functional, allocated, developmental, and product baselines.

3.7.4 The contractor shall develop, review, update and maintain configuration identification records for all C4ISR requirements, programs and/or projects and associated interface systems, equipment and software which include listing of unique hardware and software configuration items (CIs).

3.7.5 The contractor shall ensure that the functional and physical characteristic of each various C4ISR programs and/or projects or associated interface system configuration items match the characteristic specified by the applicable configuration identification.

3.7.6 The contractor shall provide engineering, technical and analytical support and project engineers in performance/conduct of program/project configuration audits and review.

3.7.7 The contractor shall evaluate all Engineering Change Proposals (ECPs) and Field Change Proposals (FCPs) for potential system and/or equipment CM impact. Upon approval of an ECP/FCP, the contractor shall incorporate engineering change data into the system configuration management data records.

3.7.8 The contractor shall establish update, maintain, and review CM records and generate the required CM reports.

### **4.0 QUALITY ASSURANCE (QA)**

4.1 The contractor shall have and maintain a quality control program to support all efforts outlined in this SOW. The QC plan shall include how quality control will be accomplished for all phases of support.

4.2 The contractor shall have and maintain an in-house training and certification program to support all efforts outlined in this SOW. The training and certification plan shall include curriculum, testing, and the outline of the training and certification process. At a minimum, this should include the skilled trades in structural, mechanical and electrical disciplines.

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4.3 The contractor shall have and maintain a software development process.

4.4 The contractor shall develop and maintain inspection procedures to document satisfactory workmanship in all documentation, integration and installations efforts.

### **5.0 MINIMUM PERSONNEL QUALIFICATIONS**

5.1 The Contractor shall be responsible for employing technically qualified personnel to perform the tasks to be ordered hereunder. The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specification requirements. The work history of each Contractor's employee must contain experience directly related to the task and functions intended to be performed under this contract.

5.2 The Government reserves the right, during the life of this contract, to request work histories on any contractor's employee for purposes of verifying compliance with this requirement. Personnel assigned to or utilized by the contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth herein, and be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner. If the Offeror does not identify the labor categories set forth in Section B by the same specific title, than a cross-reference listing should be provided in the Offeror's proposal identifying the differences.

5.3 If the contracting officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the contractor.

5.4 The following personnel are required in the performance of any task under this contract. Persons filling these positions must meet the following minimum educational/experience requirements:

1. Program Manager \*: The Program Manager shall have a Bachelor's degree in engineering from an accredited college or university and a minimum of fifteen (15) years experience in the operation, maintenance, design, or testing of C4ISR systems and equipment of which ten (10) years must have been at the program management level. Experience with maintenance strategies and maintenance systems. Detailed knowledge of US Government organizations, their functions, and their responsibilities. A Master's degree may be used to substitute for five (5) years of experience.

2. Senior Project Engineer \*: The Senior Project Engineer shall have a Bachelor's degree in engineering from an accredited college or university and have a minimum of fifteen (15) years experience in the operation, maintenance, and in-service testing of C4ISR equipment and systems directly related to the Statement of Work (SOW). The last five years of this experience must be directly related to the SOW. Demonstrated experience managing projects similar in scope, magnitude, and complexity, as those listed in the SOW is mandatory. This experience should include detailed knowledge of integrated condition assessment systems for shipboard equipment condition monitoring, including implementation and operation of computerized on-line diagnostic modules used with these systems.

3. Project Manager: A Master's degree from an accredited institution in a technical or managerial field plus a minimum of seven (7) years of combined general, related and specialized experience; or a Bachelor's degree from an accredited institution in a technical field or managerial field plus a minimum of ten (10) years of combined general, related, and specialized experience. This specialized experience may include a minimum of five (5) years of total experience as a successful manager of a team of skilled professional, technical and support personnel.

4. Senior Electrical Engineer: The Senior Electrical Engineer shall have a Bachelor's degree in electrical engineering from an accredited college or university and a minimum of ten years experience in the design, operation, maintenance or testing of C4ISR equipment and systems. Experience in the development of

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technical documentation utilizing military specifications and standards. Knowledge of US Government organizations, their functions and their responsibility and a minimum of three (3) years supervisory experience is required. A Master's degree may be used to substitute for five (5) years of experience.

5. Electrical Engineer: The Electrical Engineer shall have a Bachelor's degree in electrical engineering from an accredited college or university and a minimum of four (4) years experience in the design, operation, maintenance or testing of C4ISR equipment and systems. Experience in the development of technical documentation utilizing military specifications and standards.

6. Junior Electrical Engineer: The Junior Electrical Engineer shall have a Bachelor's degree in electrical engineering from an accredited college or university.

7. Senior Mechanical Engineer: The Senior Mechanical Engineer shall have a Bachelor's degree in mechanical engineering or naval architecture from an accredited college or university and a minimum of ten (10) years experience in the design, operation, maintenance, or testing of C4ISR equipment and/or supporting systems which can include HM&E systems. Experience in the development of technical documentation utilizing military specifications and standards. Knowledge of US Government organizations, their functions, and their responsibility and a minimum of three (3) years supervisory experience is required. A Master's degree may be used to substitute for five (5) years of experience.

8. Mechanical Engineer: The Mechanical Engineer shall have a Bachelor's degree in mechanical engineering or naval architecture from an accredited college or university and a minimum of four (4) years experience in the design, operation, maintenance or testing of C4ISR equipment and/or supporting systems which can include HM&E systems. Experience in the development of technical documentation utilizing military specifications and standards is desired.

9. Junior Mechanical Engineer: The Junior Mechanical Engineer shall have a Bachelor's degree in mechanical engineering or naval architecture from an accredited college or university.

10. Systems Analyst\*: The Systems Analyst shall have a high school education and a minimum of ten (10) years of experience in either C4ISR or HM&E equipment and systems. Experience in the development of technical documentation utilizing military specifications and standards is desired. Knowledge of US Government organizations, their functions, and their responsibility is required.

11. Senior Network Engineer: The Senior Network Engineer shall have a Bachelor's degree in Electrical or Computer Engineering, Computer Science, or other related field and a minimum of ten (10) years of relevant experience, including a sound familiarity with interface protocols. Must possess good oral and written communication skills for direct client interface. Knowledge and ability to establish system requirements; create architecture to support requirements; establish communications paths with system owners; develop test criteria; install equipment at designated site; perform operational tests on equipment and circuits is required. Experience in supporting both the acquisition and user communities to meet communications needs. A Master's degree may be used to substitute for five (5) years of experience.

12. Network Engineer: The Network Engineer shall have a Bachelor's degree in Electrical or Computer Engineering, Systems Engineering, Computer Science, or other related field and a minimum of two (2) years of relevant experience or current industry certificates (such as MSCE, CCNA, etc). Relevant experience will demonstrate a sound familiarity with interface protocols and equipment. Must possess good oral and written communication skills for direct client interface. Knowledge and ability to support the development of system requirements; create architecture to support requirements; establish communications paths with system owners; develop test criteria; install equipment at designated site; perform operational tests on equipment and circuits.

13. Junior Network Engineer: The Junior Network Engineer shall have a Bachelor's degree in Electrical or Computer Engineering, Systems Engineering, Computer Science, or other related field or current industry certificates (such as MSCE, CCNA, etc) and a minimum of one (1) year of relevant experience. Relevant experience will demonstrate a sound familiarity of networking equipment and systems.

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14. Senior Computer Programmer: The Senior Computer Programmer shall have a Bachelor's degree in Electrical or Computer Engineering, Computer Science, or other related field and a minimum of ten (10) years of relevant experience, including a sound familiarity with programming techniques and various programming languages. Demonstrated ability to provide technical guidance and skills in support of information systems development and integration efforts. Performs in a variety of technical areas including systems requirements analysis, data analysis and engineering, systems design, systems development, computer programming, systems testing and deployment, quality assurance, configuration management, and systems documentation. Provides technical and administrative support for information systems development tasks, including execution of technical tasks, the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. A Master's degree may be used to substitute for five (5) years of experience.

15. Computer Programmer: The Computer Programmer shall have a Bachelor's degree in Electrical or Computer Engineering, Systems Engineering, Computer Science, or other related field and a minimum of two (2) years of relevant experience or current industry certificates (such as MSCE, CCNA, etc). Experience must demonstrate the ability to prepare detailed specifications and computer software programs including integrating, testing, and debugging of software components.

16. Computer Scientist: The Computer Scientist shall have a Bachelor's degree in Computer Science or software engineering from an accredited college or university and ten (10) years experience in tasks directly related to the SOW. This experience must include five (5) years of machinery condition assessment and equipment condition monitoring, utilizing computerized, on-line diagnostic systems directly related to the SOW.

17. Senior Logistician: The Senior Logistician should have a Bachelor's degree from an accredited college or university or be a graduate of military schools which have provided an in-depth knowledge of naval shipboard systems maintenance and operation. Must demonstrate five (5) years experience in the development of Integrated Logistics Support of systems and equipment directly related to the SOW.

18. ILS Technician: The ILS Technician should have a high school diploma or be a graduate of military schools which have provided and in-depth knowledge of naval shipboard systems maintenance and operation. Must demonstrate five (5) years experience in the development of Integrated Logistics Support of systems and equipment directly related to the SOW.

19. Training Support Specialist: The Training Support Specialist must have a high school diploma or be a graduate of military schools, which have provided an in-depth knowledge of training techniques and curriculum development and must possess three (3) years of experience. Experience shall demonstrate the ability to gather, analyze, edit, and prepare system/course training information, conduct necessary research and ensure the use of proper systems and documentation standards, and evaluate curriculum requirements and user needs ensuring operational requirements are met.

20. Field Engineer\*: The Field Engineer must have a high school diploma and have a minimum of ten (10) years of general C4ISR experience which includes three (3) years of specialized C4ISR equipment or system experience. Experience must demonstrate the ability to troubleshoot, repair, test, and provide technical guidance on equipment and systems.

21. Engineering Technician IV: An Associate's degree and a minimum of six (6) years experience in an appropriate technical discipline; or nine (9) years relevant technical experience in either electronics, mechanical systems, marine engineering or naval architecture. Demonstrated ability to apply technical expertise to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals.

22. Engineering Technician III: An Associate's degree and a minimum of four (4) years experience in an appropriate technical discipline; or seven (7) years relevant technical experience in either electronics, mechanical systems, marine engineering or naval architecture. Demonstrated ability to apply technical

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expertise to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals.

23. Engineering Technician II: An Associate's degree and a minimum of two (2) years experience in an appropriate technical discipline; or five (5) years relevant technical experience in either electronics, mechanical systems, marine engineering or naval architecture.

24. Engineering Technician I: High school graduate or GED with at least one (1) year relevant experience in either electronics, mechanical systems, marine engineering or naval architecture.

25. Quality Specialist: The Quality Specialist shall be a high school graduate with at least five (5) years of experience in developing and documenting production processes and procedures. Experience must demonstrate knowledge of and success in implementing military and commercial quality programs and directives.

26. Senior Technical Writer: The Technical Writer shall be a college graduate (Associates or Bachelors degree) and must have five (5) years experience in preparing and editing technical documents which include technical manuals, project plans, operational guides, etc. Experience must demonstrate at least three (3) years experience in use of computer graphics and publishing tools and software. An additional five (5) years of experience may be substituted for educational experience.

27. Technical Writer: The Technical Writer shall be a high school graduate or equivalent, must have three (3) years experience in preparing and editing technical documents which include technical manuals, project plans, operational guides, etc. Experience must demonstrate at least two (2) years experience in electronic systems documentation development.

28. Graphics Illustrator: The Graphics Illustrator shall be a high school graduate or equivalent, must have three (3) years of experience in preparing and editing graphics, pictures, and other forms of artwork. Experience must demonstrate at least two (2) years experience in use of computer graphics and publishing tools and software.

29. Draftsman: The Draftsman shall possess an Associate's degree and a minimum of two (2) years of experience or be a high school graduate and must have four (4) years of practical experience. Experience must demonstrate the development of drawings and/or illustrations, which include a demonstrated ability to utilize computer aided drawing software packages.

30. Word Processor: The Word Processor shall be a high school graduate or equivalent, must have three (3) years experience in word processing, data entry, formatting, and operation of word processing equipment, must have two (2) years experience in use of spreadsheet software and basic database setup, and must have formalized word processing software utilization.

31. Secretary: The Secretary shall be a high school graduate or equivalent with five (5) years experience and must be able to perform office work in support of the program.

32. Installation Mechanic: The Installation Mechanic shall be a high school graduate or equivalent with three (3) years experience in trade. Formal education can be substituted for an additional two (2) years of experience in trade.

33. Inside Machinist: The Inside Machinist shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade.

34. Sheet Metal Mechanic: The Sheet Metal Mechanic shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade.



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35. Shipfitter/Pipefitter: The Shipfitter/Pipefitter shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade. Formal education can be substituted for an additional two (2) years of experience in trade.

36. Welder: The Welder shall be a high school graduate or equivalent with three (3) years experience in trade and skilled in the use of tools of the trade. Certifications for the types of welds to be performed must be available for government review. Formal education can be substituted for an additional two (2) years of experience in trade.

37. Stockman/Laborer/Helper: The Stockman/Laborer/Helper does not require any education or work experience.

**\* - Denotes KEY personnel.**

### 6.0 DELIVERABLES AND PERFORMANCE

A001	DI-MGMT-80368	STATUS REPORT	(MONTHLY STATUS REPORT)
A002	DI-MGMT-80368	STATUS REPORT	(CONTRACTOR LEADER MEETINGS AND STATUS REPORTS)
A003	DI-MGMT-80368	STATUS REPORT	(ALTERATION/REPAIR COMPLETION REPORT)
A004	DI-ILSS-80521	MATERIAL STATUS REPORT	
A005	DI-FNCL-80912	PERFORMANCE AND COST REPORT	
A006	DI-MISC-80711	SCIENTIFIC AND TECHNICAL REPORT	
A007	DI-ADMN-81373	PRESENTATION MATERIAL	
A008	DI-DRPR-81242	INSTALLATION CONTROL DRAWINGS	
A009	DI-SSES-81003B	COMMERCIAL DRAWINGS	
A010	DI-QCIC-81110	INSPECTION AND TEST PLAN	
A011	DI-NDTI-80603	TEST PROCEDURE	
A012	DI-MGMT-80894A	SOURCE/VENDOR LIST	(COPIES OF PURCHASE ORDERS)
A013	DI-MGMT-80894A	SOURCE/VENDOR LIST	(INDEX OF PURCHASE ORDERS)
A014	DI-MISC-80678	CERTIFICATION/DATA REPORT	
A015	DI-SSES-81000B	PRODUCT DRAWINGS	

The basic Contract Data Requirements List (CDRL) requirements are provided in Exhibit A, attached hereto. Data requirements are to be tailored for each particular Delivery Order (DO). The CDRL requirements for each individual delivery order will be identified by the Government as a part of each delivery order and shall be a requirement of that particular task. If additional CDRLS are required for a specific task, the requirement and the appropriate Data Item Description (DID) will be provided as attachments to the DO.

### 7.0 GOVERNMENT FURNISHED INFORMATION

Any required Government Furnished Information will be provided as an attachment to the appropriate Delivery Order.

### 8.0 SECURITY

8.1 The Department of Defense Contract Security Classification, DD Form 254 (Attachment XX), itemizes the security classification requirements for this contract. The work to be performed under this contract shall involve access to, and handling of, classified material up to and including SECRET.

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8.2 The contractor's facility in the Norfolk area shall be cleared for access of classified information up to and including Secret and authorized for storage of classified material up to and including Secret and be capable of obtaining a National Security Agency (NSA-approved) Communications Security (COMSEC) Material System (CMS) account for the receipt, issuance, and storage of COMSEC material.